

JESSICA CLAIRE

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CAREER FOCUS

Dedicated, reliable, customer focused, and flexible professional with extensive experience working with and communicating between numerous departments both in-person and remotely; searching for an opportunity to work remotely and serve clientele.

CORE EXPERIENCE

- Effective communication both remotely and in-person
- Data Entry
- Skilled in Quickbooks and Salesforce
- Operations management
- Diversity training through the Walt Disney Company
- Client relationship management
- Data utilization and management
- Proficiency in all Microsoft Office software including Word, Excel, Powerpoint, Publisher, Access, and Outlook
- 8+ years of progressive administrative and management experience
- Excel working both individually and in a team setting
- Financial experience
- Comfortable in a dynamic environment
- Detail Oriented
- Phenomenal interpersonal skills
- Cultural Competency
- Emotional Intelligence
- Proficiency in all commonly used social media including Facebook, Instagram, Snapchat, and Twitter
- Sales Experience
- Self-starter
- 97 WPM typing speed

EDUCATION AND TRAINING

MBA, Global Management: 12/2019

Thunderbird School Of Global Management - Phoenix, AZ

Coursework in data visualization and management

Bachelor of Arts: Business Management, 05/2017

University of Wisconsin Whitewater - Whitewater, WI

Coursework in Sociology and Social Psychology

Active member of Sigma Alpha Lambda Honors Society

Disney College Program: Corporate Communication, 05/2014

Disney University - Lake Buena Vista, FL

Coursework in Leadership

WORK HISTORY

Consultant, 05/2020 - 09/2021

George Mason University – Fairfax, VA

- Helped build budget and monitor all expenses via data entry and Quickbooks
- Filed documents to legally begin the company and provided business development, creation of operational procedures and workflow planning
- Conduct concrete market and industry analysis to determine feasible short and long term goals while driving organizational improvements
- Promote business on social media platforms to maximize brand identity and generate revenue
- Meet with clients to discuss and explain pricing of individual projects
- Ensure compliance with all legislation for the state of Wisconsin in regards to construction and varying city ordinances
- Manage all financial happenings within the business from invoicing to reconciliation
- Utilize QuickBooks database to maintain accurate financial records

Senior Coordinator, 05/2017 - 08/2020

Dignity Health – Chattanooga, TN

- Managed accounts payable and receivable via Quickbooks
- Facilitate roughly 85 conferences throughout the summer and house numerous visiting professionals throughout the academic year
- Recruited, onboarded (via Brassring), trained, supervised, and evaluated ASU student staff and co-supervised ACUHO-I graduate interns
- Facilitated the development of and rapport between third party partnerships
- Provided configuration oversight and managed utilization of the Starrez conference module
- Prepared, negotiated, and executed detailed license agreements and price quotes tailored to each client
- Budget management allowing average revenue generation of \$2.5 million per year
- Performed billing, collection and reporting functions for each guest and conference contributing to University Housing's function as an auxiliary unit
- Worked closely with the Assistant Director to rewrite guest and conference housing procedures in order to facilitate a positive experience and maintain accuracy and efficiency in all areas

Assistant Financial Specialist, 06/2012 - 05/2017

University Of Wisconsin Whitewater – City, STATE

- Accounts payable and receivable reconciliations of multiple Camps and Conference programs
- Data entry and bookkeeping
- Strong customer service skills gained through experience interacting with difficult people in a professional manner
- Program coordination from registration through program implementation and after program follow up
- Organization and implementation of approximately 30 internal camps and 10 conferences throughout the year
- Management of registration process, coordination, implementation, reconciliation, and billing with accounts receivable of each group