

# Jessica Claire

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## SUMMARY

Dedicated and motivated employee with strengths in communication, punctuality, and dependability. Additionally, I am hoping to apply these skills towards your job opening in order to transcend expectations.

## SKILLS

- Cash Handling
- Customer Service
- Honest and Ethical
- Honest and Dependable
- Cash Register Operations
- Policies and Procedures
- Shipment Procedures
- Detail-Oriented
- Feedback Acceptance
- Problem Solving
- Merchandise Packaging
- Cooperative Attitude
- Reliable and Responsible
- Problem-Solving
- Ordering and Stocking
- Issue Resolution
- Efficient Learner
- Disciplined
- Time Management
- Documentation and Recordkeeping
- Multitasking and Prioritization
- Quality Assurance
- Clear Communication
- Reliable and Punctual
- Critical Thinking
- Team Collaboration

## EXPERIENCE

**SALES ASSOCIATE** 03/2021 to CURRENT

### Graniterock | Seaside, CA

- Operated cash register, collected payments, and provided accurate change.
- Completed daily recovery tasks to keep areas clean and neat for maximum productivity.
- Wiped down counters and conveyor belt to remove debris and maintain cleanliness.
- Helped customers find specific products, answered questions and offered product advice.
- Worked closely with front-end staff to assist customers.
- Processed sales transactions to prevent long customer wait times.
- Accepted cash and credit card payments, issued receipts, and provided change.
- Trained new team members in cash register operation, stock procedures and customer services.
- Wrapped items and bagged purchases properly to prevent merchandise breakage.
- Helped with purchases, locating items and signing up for rewards programs.
- Learned roles of other departments to provide coverage and keep store operational.
- Inspected store products for damage and obtained item replacements for customers.
- Answered customer questions, provided store information, and directed customers to designated store areas.
- Disseminated information to customers regarding account updates, new service additions, and promotional offers.
- Tracked company inventories, moved excess stock, and arranged products to improve sales.

**FACTORY PACKER** 04/2020 to 07/2020

### Thompson | City, STATE

- Packed merchandise into boxes and containers in preparation for safe shipment.
- Arranged items on pallets according to size and weight.
- Marked and labeled containers with accurate shipping information to prevent delays.
- Reviewed packing slips and other documentation to properly box requested items for shipment.
- Assembled cartons, crates and containers to prepare for shipping.
- Used tools, sprayers and cleaning solutions to disinfect work areas.
- Inspected outgoing shipments to maintain quality assurance standards.
- Tracked inventories and inputted equipment counts into warehouse databases.
- Accomplished production goals by working with speed and accuracy.
- Inspected orders for accuracy by carefully reviewing containers, products, packaging and labeling.
- Recorded order processing updates by entering information correctly.
- Documented product transfers and shipments to keep records current and accurate.
- Measured product sizes to determine packaging equipment needs, packing options and product specifications.
- Efficiently packaged items, maintaining consistency to meet fulfillment deadlines.
- Sorted products efficiently to organize and optimize use of production areas.
- Many orders were completed each day with quick selecting and packing of shipments, and daily requirements were exceeded.
- Commodities were protected throughout shipping by appropriately assembling boxes and crates.
- Moved loads weighing up to 50 pounds.
- Willingly took on extra hours and shifts to achieve tight delivery deadlines during peak seasons.

**AGRICULTURAL FIELD WORKER** 06/2017 to 08/2017

### Delano Farms | City, STATE

- Assisted with grape, oranges, watermelon, and carrot harvest by collecting, sorting and packing crops.
- Helped plant and tend to carrot, grapes, oranges, and watermelon crops to consistently bring in high yields and quality products.
- Loaded and unloaded crop harvests into trucks or storage areas.
- Handled planting, irrigation, fertilization and pest control.
- Removed roots, rocks and debris from field in preparation for planting.
- Harvested and inspected crops by hand for quality purposes.
- Picked fruits and vegetables on assigned plots and checked plants for signs of pest and disease.
- Trimmed tree tops and limb tips with machetes and pruning shears to limit growth, promote limb health, and improve overall form.
- Moved with harvest schedule to new farms in order to pick grapes, oranges, watermelon, and carrot crops.
- To determine accurate placements, we selected items for certain routes and assessed weight, height, and center of balance.

## EDUCATION

**High School Diploma** 05/2020  
**Arvin High School, Arvin, CA**

## LANGUAGES

**Spanish:**  
**Negotiated:**

**English:**  
**Negotiated:**