

JESSICA CLAIRE

✉ resumesample@example.com

☎ (555) 432-1000

📍 Montgomery Street, San
Francisco, CA 94105

CAREER OVERVIEW

Dedicated Customer Service Representative motivated to maintain customer satisfaction and contribute to company success.

CORE STRENGTHS

- Active listening skills
- Energetic work attitude
- Adaptive team player
- Strong organizational skills
- Excellent interpersonal skills
- Proficient computer skills
- Courteous demeanor
- Exceptional phone etiquette

EDUCATIONAL BACKGROUND

Eastern Michigan University
Ypsilanti, MI • 2009

Bachelor of Science: Elementary
Education
Major: Integrated Science for
Elementary Teachers
Minor: Mathematics for Elementary
Teachers

ACCOMPLISHMENTS

WORK EXPERIENCE

Seneca Center - Arts and Crafts Director

Richmond, CA • 05/2012 - 06/2012

Supervised Arts and Crafts specialist, adapted art activities to fit specified programs, count and organize inventory, and remain flexible to schedule changes.

Brightspring Health Services - Youth Counselor

Cambridge, MD • 09/2009 - 2010

Teaching academic and social skills to a group of at-risk adolescence in an outdoor setting, writing bi-weekly reports to assess individual progress, and leading the group in camp craft and other activities.

Rapid Global Business Solutions, Inc - Program Director

Appleton, WI • 05/2009 - 07/2009

Supervise program staff, develop and run all-camp programs, assist with the facilitation of staff training.

Bright Horizons - Unit Leader

Winston Salem, NC • 05/2008 - 07/2008

Supervise unit staff, ensure safety of every camper, develop and implement program activities.

Girl Scouts Of Northern Illinois- Camp Dean - Assistant Camp Director

City, STATE • 04/2007 - 06/2007

Supervise staff, organize day camp program and schedule, assist with planning and delivery of staff training, certify lifeguards, and lifeguard.