

# JESSICA CLAIRE

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## SUMMARY

Motivated professional considered talented leader and driven problem solver. Brings [Number] years of experience in [Job Title] role. Offers outstanding attention to detail and [Type] coordination. Property Manager with vast experience in real estate management. Strengths include sales skills, critical thinking and ability to communicate with individuals at all levels. Ready to grow efficiency and expand locations by applying diverse experience and vast real estate knowledge. Outgoing and hardworking [Type] professional accustomed to working with residents to address needs, maintain properties and drive profit and occupancy success. Skilled business manager with proven skills in operational and team leadership. Bringing [Number] years of related experience combined with results-focused and quality-driven approach. Talented [Job Title] adept in customer relations, sales, collections and real estate management. Eager to develop business performance at [Type] companies. Ready to oversee properties at any scale. Property Manager focused on satisfying tenants and maintaining high occupancy rates. Reports any major issues to property owners and takes initiative in finding workable solutions. Autonomous when minor issues able to be handled on-site arise. Results-focused [Industry] professional with strength in [Skill], [Task] and [Task]. Proactive leader with strengths in communication and collaboration. Proficient in leveraging [Area of expertise] and [Area of expertise] knowledge to promote [Result]. Adept at managing concurrent objectives to promote efficiency and influence positive outcomes. [Job Title] with demonstrated command of [Area of expertise]. [Type] expert with developed aptitude for [Skill] and [Skill]. Multilingual and fluent in [Language] and [Language], offering solid comprehension of cultural diversity. Ambitious student pursuing [Area of study] degree eager to contribute developed knowledge in [Job Title] role. Skilled in [Skill] and [Skill] in [Type] settings. Adaptable and driven with strong work ethic and ability to thrive in team-based or individually motivated settings. [Job Title] with talent for [Task] and [Task]. Strong knowledge of [Area of expertise] and [Area of expertise]. Communicative and team-oriented with proficiency in [Software]. Proven history of fostering [Action] to meet team, individual and management objectives. [Area of study] student with background in [Area of expertise]. Strong technical proficiency with work history in [Area of expertise]. In-depth knowledge of [Software] coupled with [Task] and [Task] abilities. Proven history of [Skill] and [Skill].

## SKILLS

- Multi-family property management
- Commercial property
- New construction
- Sales and marketing
- Mortgages and loans
- First Aid/CPR
- Teambuilding
- Working collaboratively
- Work ethic
- Supervision
- People skills
- Analytical
- PPE use

## EXPERIENCE

### Landlord Residential, 01/2013 - Current

Self – City, STATE

- Compiled fully with rules set out by local authorities and agencies such as [Type].
- Kept relationships with tenants positive through open communication and proper handling of any concerns.
- Coordinated swift repairs for building structures and systems damaged through use, accidents or natural causes.
- Maintained all buildings in safe condition and good working order for tenants.
- Collected rent and utilities payments using fair accounting and management practices.

### Driver/Operator/Laborer, Dec2015 - Current

Galesburg Township – City, STATE

- Positioned blocks and tarps to secure load for transit and prevent materials loss.
- Operated truck safely to and from project destination and prepared and acquired customer signature receipts for load delivered.
- Inspected trucks and trailers before and after trips and completed basic maintenance for optimal performance.
- Worked in tandem with loaders and gravel pit operators to fill trucks for deliveries.
- Implemented daily DOT pre-trip inspections to reduce risks or delivery delays.
- Managed accurate recordkeeping by distributing invoices, collecting payments and updating logs.
- Conducted emergency roadside repairs, including changing tires, replacing light bulbs and installing fuses and tire chains.

### Landlord/agricultural Operator Manager, 2012 - Current

Self – City, STATE

- Maintained and repaired farming equipment to provide consistent usability, prime operational condition and alleviate downtime.
- Cultivated soil on designated areas of land to refine and prepare for planting.
- Purchased supplies, including seeds and fertilizer.
- Cultivated and supported wide variety of crops such as fruit trees and vegetable plants by implementing irrigation systems and using [Technique].
- Drove [Type], [Type] and [Type] farm equipment.
- Kept financial records up to date.
- Planned harvest and planting schedules.
- Supervised day-to-day activities of [Type] ranch.
- Worked with the owner to determine ranch needs.
- Learned all aspects of operations, including [Task], [Task] and [Area of expertise] to promote better knowledge and assist [Job Title] during staff absences.
- Calibrated each machine at beginning and end of each shift.
- Identified machinery issues and repaired parts to keep equipment up and running.
- Created and maintained daily activity logs to track ongoing operational performance.
- Maintained correct temperature, levels and pressures on process systems and equipment.
- Monitored operating power plant equipment and readouts to identify problems and pursue corrective action.
- Cleaned and lubricated equipment on regular schedules to maintain life of machinery and achieve consistent operations.
- Set up machines for various jobs to maintain compliance with manufacturing thresholds and waste reduction initiatives.

### Historic Preservation Conservation Worker, Jan2004 - Nov2012

Illinois Historic Preservation Agency – City, STATE

- Maintained upkeep of driveways, parking lots, sidewalks, planters and other grounds features.
- Sat in on meetings to provide members with oral translations of conversations and information.
- Contributed to development, planning and completion of project initiatives.
- Built detailed knowledge on [Type] areas and locations to thoroughly answer guest questions.
- Developed long-term relationships with local partners, including restaurants, cafes, museums and concert halls so travelers could further explore city individually.
- Mentored apprentice guides to promote better understanding of information to present to tourists and travelers.

## EDUCATION AND TRAINING

### Bachelor of Arts: History, 06/1992

Knox College - Galesburg, IL