

# JESSICA CLAIRE

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## SUMMARY

Motivated and creative individual seeking opportunities to gain hands-on experience to further prepare for the path and assignments the Lord has placed on my life. Outgoing and friendly with strong drive to succeed and equip.

## SKILLS

- Design improvements
- Sketches, drawings and illustrations
- Presentation of designs
- Well-trained in Canva
- Active listening
- Work ethic
- Interpersonal and written communication

## EDUCATION AND TRAINING

Albertville High School  
Albertville, AL • 05/2017

*High School Diploma*

Redemption School of Ministry  
Chattanooga, TN

## EXPERIENCE

**Birdeye - Creative Designer**  
*Chicago, IL • 06/2019 - Current*

- Took ideas and transformed into exceptional designs for use of merchandise sales.
- Reviewed graphic layouts in all phases of production.
- Developed and maintained professional, long term relationships with various individuals, including internal personnel, clients and suppliers.
- Coordinated printing and production schedules and needs with outside vendors.
- Designed logos for inside projects and special events.
- Utilized Facebook and Instagram to promote products, services and content.
- Employed storytelling for digital content and developed unique visuals including videos, voice overs, and Social Media content.
- Engaged with and responded to online audience through relevant comments.
- Played instrumental role in launching and creating new merchandise quarterly each year.
- Developed and maintained church's image and identity using logos and signage.
- Met project deadlines consistently by working effectively with team members and staying on top of milestone schedules.
- Compiled content from various sources to create videos.
- Developed designs for physical products, mailers and packaging.
- Used Canva, Procreate, Adobe, and Microsoft to create images and layouts.
- Adjusted images sizes and selected fonts for projects.
- Determined design vision with team members for graphic design projects.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Juggled multiple projects and tasks to ensure high quality and timely delivery.
- Responded quickly to questions and inquiries via text, phone, email, and Social Media direct messenger.
- Took meeting minutes, documenting vital information for team reference.

**City Of Lafayette Co - Childcare Worker**  
*Lafayette, CO • 05/2018 - 06/2019*

- Enforced rules to teach good manners and maintain safe environment.
- Cared for children of various ages and assisted with feeding, dressing and directing activities.
- Regulated children's schedules to balance rest, learning and play.
- Developed lasting, professional relationships with families by encouraging open communication and delivering positive feedback.
- Communicated with children's parents or guardians about daily activities, behaviors and related issues.
- Employed positive guidance strategies to encourage children and improve behavior.
- Recorded child behavior, food and medication information for supervisors.
- Sanitized toys and tables to maintain clean, safe environment.
- Maintained organized and clean classroom and play areas.
- Established and maintained safe, supportive and welcoming environments for children of all backgrounds.
- Taught children how to complete basic crafts such as paintings, drawings and decorations.
- Assisted children in developing fine motor skills in preparation for preschool and kindergarten.
- Provided nurturing and appropriate environment for children ranging in age from 5 weeks to 5 years.

**Alex And Ani - Retail Sales Associate**  
*Cerritos, CA • 08/2016 - 05/2018*

- Greeted each customer and offered assistance in finding requested items, helping boost customer satisfaction and retention.
- Helped customers by answering questions and locating merchandise.
- Kept calm and applied strong problem-solving and interpersonal skills to resolve conflicts.
- Restocked shelves, racks and bins with latest merchandise and changed signage to promote special items.
- Initiated friendly conversation with customers to determine level of assistance required.
- Followed company policies, rules and procedures to promote company goals and maintain safety.
- Monitored sales floor to identify customers in need of assistance and merchandise in need of replenishment.
- Processed merchandise returns and exchanges for customers to refund payments, trade items and offer store credit.
- Handled price checks, merchandise transfers and fitting room returns to keep store orderly and efficient.
- Managed cash register operations using POS system and processed sales and returns.
- Assisted in ringing up sales at registers and bagging merchandise.
- Handled cash, check, credit and automatic debit card transactions with 100% accuracy.

**Qdoba - Server**  
*Mount Juliet, TN • 06/2016 - 08/2016*

- Satisfied customers by topping off drinks and offering condiments, napkins and other items.
- Checked on guests to verify satisfaction with meals and suggested additional items to increase restaurant sales.
- Communicated with hosts, bussers and kitchen staff to prepare for and serve customers.
- Prepared salads, soups, desserts, and garnishes to assist kitchen staff.
- Completed cleaning duties by sweeping and mopping floors, vacuuming carpet and tidying up server stations.
- Cleared table and bussed dishes to allow for quick setups.
- Set up dining room to meet hospitality and service standards.
- Resolved customer concerns with friendly and knowledgeable service.
- Welcomed guests with personable attitude and brought beverage orders while reviewing menu options.