

JESSICA CLAIRE

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☎ (555) 432-1000

📍 Montgomery Street, San
Francisco, CA 94105

SKILLS

- Microsoft Office proficiency
- Excel spreadsheets
- Meticulous attention to detail
- Professional and mature
- Strong problem solver
- Dedicated team player
- Strong interpersonal skills
- Report writing
- Results-oriented
- Self-directed
- Time management
- Proofreading
- Understands grammar
- Meeting planning
- Self-starter

EDUCATION AND TRAINING

Hillcrest High School
Hills, IL

Robert Morris College/Moser,
Chicago, IL - Secretarial
Certificate

Ashford University
Clinton, IA

AA: Business Administration
Business Administration cum laude

SUMMARY

Energetic, organized, professional, dedicated, and focused Community Organizer with seven years experience in high-level executive support roles who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. I'm versatile; offering administrative experience in both corporate and non-profit office environments and seeking a role of increased responsibility and authority.

EXPERIENCE

Brightspring Health Services - Community Organizer/Advocate
Jenks, OK • 09/2010 - Present

- Advocate for families around children with special educational needs and/or related services.
- Provide training, education, and support to parents/students to advance the principles of community organizing, base building, coalition and collaboration between individuals and among organizations.
- Recruit new leaders, some writing of grant funding proposals, and working with other organizations.
- Work with the Mississippi Delta Catalyst Roundtable, a coalition of grassroots community groups to pool strength and resources to impact the formation of education policy at the local, state, and national levels.
- Work towards holding public officials accountable to the needs and interests of the community, outreach to community, and providing necessary tools and skills through training/meetings.
- I often attend School Board meetings.
- My Administrative strengths include enforcing rules and regulations, examining and preserving all monthly and annual reports, keeping accurate records and to perform such other duties as may be required.

Centene Corporation - Office Manager
New York, NY • 07/2009 - 06/2010

- Ensure all documentation, patients records, MD order complied with federal and state regulations.
- Created spreadsheets, managed database, maintained paper and electronic files, and answered phones.
- Other duties performed included customer service, record-keeping, data entry and good communication skills (verbal/written).

Western Alliance Bancorporation - Paralegal
Woodcliff Lake, NJ • 05/2007 - 12/2008

- Assisted victims of Hurricane Katrina through the Mississippi Development Authority Grant Program.
- Reviewed title reports to clear/resolve any pre and post-closing issues with attention to detail.
- Other duties performed included customer service, data entry, and good communication skills (verbal/written).
- Prepared documents for recording, and completed various affidavits/waivers for attorney approval.

Arby's, LLC - Sr. Loan Processor
Rock Hill, SC • 10/2003 - 07/2006

- Ordered required documents for submission of loan file to various lender underwriters, look for red flags; paying attention to detail, collect/review and update documents and information, ensure completeness and accuracy, double checked documents, updated loan applications, met conditions/stipulations to close loan files.
- Other duties performed included customer service, data entry, clerical duties, and good communication skills (verbal/written).

WestAmerica Mortgage Corp - Closer
City, STATE • 06/2002 - 10/2003

- Prepared documents for closing mortgage loans, updated necessary changes, assisted underwriter to clear conditions/stipulations, disbursed/funded loans, handled post-closing issues.
- Other duties performed included customer service, data entry, clerical duties, and good communication skills (verbal/written).

ACTIVITIES AND HONORS

Member of the MS Delta Catalyst Roundtable Member of the Legislative Workforce and Steering Committees - Southern Echo, Inc., Jackson, MS Co-Chair of the Federal Strategies - Dignity in Schools Campaign (DSC) against School Push out Chair - HCSD (Holmes County School District Elementary P16 Community Engagement Council

SKILLS

Administrative, Administrative Assistant, attention to detail, attorney, clerical, closing, good communication skills, oral, Conflict Resolution, customer service, data entry, database, documentation, Event Planning/Management, filing, meetings, Excel, Microsoft PowerPoint, Windows, Word, Works, mortgage loans, Networking, Office Manager, Organizing, organization skills, Policy Analysis, Program Evaluation/Development, proposals, Proposal Writing, Public Relations, record-keeping, recording, Research, Secretarial, Social Services, spreadsheets, Staff Development, phones, typing, underwriter, written, annual reports