

JESSICA CLAIRE

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Summary

Motivated professional offering nationally recognized professional in domestic violence. Adds value to any organization in need of great collaboration, interpersonal, and multitasking abilities. Meets tight deadlines every time.

Skills

- Court procedures
- Problem resolution

Experience

Legal Advocate, 02/2021 to Current

Kind Inc – El Paso, TX

- Attended hearings with victims to provide emotional support.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Prioritized and organized tasks to efficiently accomplish service goals.
- Juggled multiple projects and tasks to ensure high quality and timely delivery.
- Demonstrated leadership by making improvements to work processes and helping to train others.
- Provided excellent service and attention to customers when face-to-face or through phone conversations.

Co Founder/Executive Director, 10/2019 to 10/2020

Providence Health & Services – Mount Hood, OR

- Led startup and opening of business and provided business development, creation of operational procedures and workflow planning.
- Cultivated and maintained industry relationships and customer partnerships to capitalize on opportunities and maximize business success.
- Maintained up-to-date knowledge of all statutory requirements and regulations.
- Negotiated key initial contracts and established plans to formalize structure and support growth.
- Devised organizational vision, mission and foundational structure to facilitate early growth.
- Promoted company public profile by delivering speeches, writing articles and presenting at industry conferences as public face of organization.
- Directed hiring and training of new department managers to drive organizational improvements.
- Organized and oversaw capital improvement projects to maintain business viability.
- Championed multifaceted approach to diversify operations and maintain stability in volatile marketplace.
- Developed clear mission, vision and culture for company as foundation for growth, branding and development of employee culture.
- Raised \$500,000 in funding from corporate and individual investors and proficiently managed funds to seed initial development and operational funding.
- Communicated with industry partners to build valuable relationships and achieve operational targets.

Executive Director, 05/2009 to 07/2018

Family Violence Prevention, Inc. – City, STATE

- Shared mission of organization with public through successful community outreach and marketing strategies.
- Planned and implemented strategies to increase funding through various approaches.
- Cultivated and maintained industry relationships and customer partnerships to capitalize on opportunities and maximize business success.
- Improved training to reduce knowledge gaps and eliminate performance roadblocks.
- Strengthened company business by leading implementation of new projects and procedures.
- Recruited, hired and trained employees on operations and performance expectations.
- Balanced organizational and employee needs when developing fair and equitable human resources policies.
- Promoted company public profile by delivering speeches, writing articles and presenting at industry conferences as public face of organization.
- Organized and oversaw capital improvement projects to maintain business viability.
- Prepared and updated office records, spreadsheets and presentations to support executive needs and enhance office productivity.
- Set and implemented ambitious objectives and strategic growth plans.
- Developed and executed business strategies to achieve short and long-term revenue objectives.
- Estimated materials and labor requirements to complete jobs within budgetary and timeline requirements.
- Established clear and effective policies for standardization across different areas of operations.
- Opened, sorted and responded to routine correspondence on behalf of business leaders to facilitate communication and streamline processes.
- Reported to and communicated with board of directors to guide intentions and address problems.
- Fostered and maintained positive, trusting relationships with local business partners and authorities.
- Established contact with new markets by traveling to conventions and setting up meetings.
- Conceived, prepared and launched special projects to support The Taylor House Domestic Violence Shelter for Men, first registered program specifically for male victims program.
- Determined appropriate budgets and administered expenditures.

Education and Training

Associate of Arts: General Education, 05/2009

University of Arkansas Community College-Batesville - Batesville, AR

Accomplishments

- Consistently maintained high customer satisfaction ratings.