

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Enthusiastic, resourceful high school student with academic and professional background in communications and volunteering. Ability to establish priorities and meet challenges head-on. Strong project management skills. Also an organized, independent worker with strong time-management skills.

SKILLS

- Conversant in [American Sign Language](#)
- Strong communication skills
- Highly organized
- Quick learner
- Computer proficient
- Adaptive and creative
- Cash handling
- Professional demeanor
- Exceptional customer service
- Excellent memory
- Highly observant
- Self motivated
- Friendly and outgoing

KEY PERSONAL QUALITIES

Current to Current **Time Management Skills**

Time Management Skills

I have great time management skills. I am able to complete most tasks in a timely fashion. I am able to focus on the task at hand and without getting distracted allowing me to complete any required task on time.

Current to Current **Conversation Skills**

Conversation Skills

I will be able to make the customer feel welcome in our store and make them want to return. I feel like I have mastered small conversation skills and I will be able to keep things from becoming awkward or uncomfortable for the customer, at the same time make them feel as valued as they truly are.

Current to Current **"Bubbly" Joyful Personality**

"Bubbly" Joyful Personality

I have a very outgoing, optimistic personality which I think would be great for serving customers. I never fail to put a smile on a persons face during conversation. I also never let my personal life interfere with my professional life, allowing me to always get the job done with a smile on my face.

Current to Current **Professional and Determined Attitude**

Professional And Determined Attitude

Many people often tend to get off task, allowing them to forget about what their main goal work is, to serve every customer in a timely fashion with a positive attitude. I think that having a professional attitude towards your job, while still remaining welcoming and positive is the number one priority in any Food or Beverage industry, and I am sure I have what it takes to do exactly that.

EDUCATION

Current

High School Diploma

Highland Highschool - 2900 Royal Scotts Way, Bakersfield CA.