

# Jessica Claire

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## SUMMARY

Dedicated and focused Information Technology Specialist who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. I

## HIGHLIGHTS

- Meticulous attention to detail
- Excel spreadsheets
- Microsoft Office proficiency
- Self-directed
- Results-oriented
- Self-starter
- Professional and mature
- Strong problem solver

## ACCOMPLISHMENTS

Planned and executed all aspects of major office(s) and headquarter move(s). Developed, implemented and instructed employee(s) on proper business procedures and office policies. Successfully planned and executed corporate meetings, training classes and special events for groups of 30+ employees

## EXPERIENCE

### INFORMATION TECHNOLOGY SPECIALIST

10/1978 to 06/2011

#### **Snow Software | San Francisco, CA**

Managed a call center responding to telephone and in-person requests for assistance with various applications and computer related problems.

Managed daily office operations.

Received and screened a high volume of internal and external communications, including email and mail.

## EDUCATION

### **Bachelor of Arts | Business Administration**

2013

**San Francisco State University, San Francisco, CA**