

Jessica Claire

100 Montgomery St. 10th Floor
(555) 432-1000 - resumesample@example.com

Professional Summary

Diversified background with strong managerial /organizational / scheduling capabilities. Excellent communication skills both written and verbal. Proven leader with engaging demeanor and success working in most demanding environments. Talented in training and mentoring successful teams.

Skills

- Assist Customers
- Store Operations
- Shopping Experience
- Opening And Closing Procedures
- Computer Skills
- Advanced Communication Skills
- Planning
- Following Up
- Deductive Reasoning Ability

Work History

- 09/2019 to Current

Special Education Aide

Fredericksburg Independent School District – Fredericksburg, TX

 - Managed classroom activities and redirected problematic behavior.
 - Modified general education curriculum for special-needs students using various instructional techniques and technologies.
 - Documented student behaviors, interventions and outcomes to enable lead teacher to address pertinent issues.
 - Delivered personalized educational, behavioral and emotional support to individual students to enable positive learning outcomes.
 - Provided teacher support with curriculum delivery and student behavior management.
 - Supported students in completing classwork and applying academic concepts.
 - Documented student progress, obstacles and academic milestones for parents and faculty.
 - Assessed student needs and reported to instructor.
 - Monitored student progress and behavior.
 - Administered tests to class and graded papers.
 - Implemented lessons initiated by teacher or related services personnel.
 - Collaborated with teacher to create customized classroom environment integral to students' needs.
 - Maintained positive attitude and affirmatively communicated with each student.
 - Monitored student classroom and outdoors activities to promote student safety.
 - Set up visual aids, equipment and classroom displays to support teacher's lesson delivery.
 - Worked cooperatively with students of various culturally diverse backgrounds and learning styles.
 - Alerted instructor to student behavior or issues requiring intervention.
 - Assisted teachers with classroom management and document coordination to maintain positive learning environment.

01/2016 to Current

Small Business Owner

Cvs Health – Rockville, MD

- Devised processes to boost long-term business success and increase profit levels.
- Determined best courses of action for company based on regional market trends and demands.
- Promoted business via social media to generate leads and maximize brand identity.
- Applied performance data to evaluate and improve operations, target current business conditions and forecast needs.
- Assessed supplier quality to maintain tight cost controls and maximize business operational performance.
- Fulfilled customer shipping needs by completing all purchase orders and customer invoices.
- Frequently studied market to keep abreast of new industry trends.
- Studied market to determine optimal pricing of goods and services and to capitalize on emerging opportunities.
- Provided elite customer service by resolving escalated problems and calmly responding to shifting priorities.
- Drafted invoices for completed work.

01/2009 to 08/2015

Inventory Associate

Active International – Framingham, MA

- Used hand-held devices and computers to record and monitor inventory levels and completed audits to uncover and address inaccuracies.
- Managed inventory storage in clean and organized fashion.
- Maintained inventory count, tracked usage and documented variances.
- Completed physical inventory counts each month.
- Marked stock items with identification tags, stamps, electric marking tools or other labeling equipment.
- Evaluated supplies and product inventory to check for quality and quantity issues and returned unacceptable materials to vendors.
- Offered expertise in inventory management and current stock levels to internal teams and customers to facilitate accuracy.
- Recorded information, shortages and discrepancies to keep records current and accurate.
- Reviewed inventory to eliminate unnecessary expenses and provide optimal stock levels.
- Prepared new and backstock merchandise for transfer to sales floor by tagging with security markers and pricing information.
- Checked prices and calculated totals for accurate invoice processing.
- Realigned production schedules to factor in changing conditions such as materials shortages and evolving designs.
- Worked with store employees to develop engaging and aesthetically appealing merchandise displays that drove store traffic.

04/1989 to 06/2006

Accounts Receivable Specialist

Fiddlers Elbow Country Club – City, STATE

- Produced, distributed and tracked more hundreds of monthly invoices for corporate memberships.
- Identified, researched and resolved billing variances to maintain system accuracy and currency.
- Prepared and mailed invoices to members, processed payments and documented account updates.
- Handled high volume of in-bound calls pertaining to reconciliation of delinquent accounts.
- Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
- Tracked invoices, receipts and deposit slips to generate monthly fiscal statements.
- Used accounting software to reconcile accounts, track income and generate invoices.

Education

- 06/2018
- Associate of Applied Science: Criminal Justice

Centenary College - Hackettstown, NJ