

JESSICA CLAIRE

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Summary

Creative specialist seeking new opportunities. Works well high-stress situations and is task-oriented. Well rounded in various skills including active listening, building customer loyalty, positive attitude, problem-solving, interpersonal relations and time management.

Skills

- Breed and species knowledge
- Delivery
- Medication administration
- Resolving customer issues
- Ordering and stocking medications
- Stocking shelves
- Supporting pharmacy operations
- Cash Handling
- Basic math
- Equipment usage
- Safety management
- General laborer
- Proficient in MS Office
- Valid Oklahoma driver's license
- Basic electrical knowledge
- Physical agility
- Able to lift 50 pounds
- Circuit layouts
- Critical thinking
- Planning
- Active listening
- Computer skills
- Data Management
- Recruiting
- Customer retention
- Proficient in Photoshop
- People skills
- Customer service
- Leadership
- Microsoft Office
- Relationship building
- Work ethic
- PPE use
- Route management
- Local Delivery
- Responsible driver
- Courteous and polite demeanor
- Time management skills
- Merchandise stocking and restocking
- ID verification
- Data entry
- Proofreading
- Strong problem solver
- AP style understanding

Experience

Apprentice Floral Designer, 04/2022 to Current

United Natural Foods Inc – Columbia, CT

- Cut, arranged and produced flower bouquets and potted perennial plants according to customer specifications.
- Communicated clearly and effectively with customers to determine type of arrangement desired, occasion and date, time and location for each arrangement needed.
- Promoted customer satisfaction by recommending flower pairings and greenery options for floral arrangements.
- Created tabletop and various other custom arrangements or pieces.
- Promoted high customer satisfaction by resolving problems with knowledgeable and friendly service.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.
- Juggled multiple projects and tasks to ensure high quality and timely delivery.
- Demonstrated self-reliance by meeting and exceeding workflow needs.
- Provided excellent service and attention to customers when face-to-face or through phone conversations.
- Contacted customers prior to delivery to coordinate delivery times.
- Loaded and unloaded vehicles at distribution center and delivery address.
- Reviewed delivery documents and orders and reported errors to supervisor.
- Drove vehicles safely, obeying traffic laws and transportation procedures to avoid accidents.
- Determined optimal routes based on GPS application information and knowledge of local routes.

Pet Sitter, 06/2021 to Current

Unitedhealth Group Inc. – Salem, OR

- Fed animals twice daily and refilled water dish frequently with fresh supply.
- Developed long-term relationships with clients and bonded with animals through regular contact.

• Offered animals ample exercise opportunities through walks and play activities.

• Noted unusual behavior in logs and contacted owners immediately regarding health-related issues.

• Coordinated care for multiple animals at different locations and resolved scheduling or service issues.

• Disposed of animal waste and droppings and performed animal cleaning tasks when appropriate.

• Monitored medication administration as directed by pet owners and vet.

• Provided seamless communication to inform pet owners of visits and pet status.

Floral Merchandiser, 07/2021 to 04/2022

Sunbelt Rentals, Inc. – Omaha, NE

- Arranged items in favorable positions and areas of store to attract customers and optimize sales.

• Monitored stock to maintain sufficient quantity of featured product.

• Displayed appropriate signage for products and sales promotions.

• Organized engaging front-facing displays to capture customer interest and drive revenue growth.

• Communicated and coordinated planogram execution with store management.

• Promoted customer satisfaction by recommending flower pairings and greenery options for floral arrangements.

• Shared details on how to properly care for purchased flowers and plants with customers.

• Put up, maintained and removed displays for holidays and seasons.

• Organized, tagged and displayed new products for customers.

• Watered plants and cut, conditioned and cleaned flowers and foliage for storage.

• Maintained salability and health of floral products by establishing clear care procedures.

• Prioritized and organized tasks to efficiently accomplish service goals.

Pharmacy Clerk, 05/2020 to 05/2021

Frederick County Public Schools – Frederick, MD

- Restocked shelves and prepared expired drugs for return.

• Supported pharmacist in preparing daily prescriptions.

• Assisted pharmacist in daily operations tasks and administrative tasks.

• Processed pharmacy payments by ringing up customers on cash register and handling cash and credit transactions.

• Managed and received inventory by checking deliveries, counting stock, monitoring medication expiration dates and placing orders.

• Increased sales and customer satisfaction by helping store customers with pharmacy services, general store questions and in locating products.

• Provided filled prescriptions to customers, included medication information sheets and coordinated consults.

• Adhered to safety protocols and safe work practices to reduce likelihood of injury.

• Handled client inquiries with

• Inventory all Nursing home Prescriptions and prepare them for delivery.

• Assemble and stock Pill bottles and packaging for pharmacist.

• exceptional professionalism and enthusiasm.

• Greeted guests pleasantly, discussing specialty flavors and answering allergen concerns.

• Served and scooped ice cream, following sizing specifications.

• Cleaned and organized utensil area, napkins station and restroom facilities.

• Restocked ice cream disposable supplies, glass serving dishes and utensils.

• Maintained cleanliness of showcase, lobby and patio area, remaining attentive to trash, tables and chairs.

• Assembled and prepared ice cream-based drinks, following recipes to produce consistent products.

• Used POS system expertise to complete accurate sales transactions.

• Cleaned counters, tables and fountain equipment thoroughly to keep sanitary, following quality checkpoints.

• Maintained adherence to stringent delivery deadlines.

• Obtained official signatures and required payments for different types of deliveries.

• Prepare prescription to be packaged labeled and mailed.

Shop Foreman, 11/2018 to 05/2020

Vca Antech, Inc. – Columbus, OH

- Focused on safety and efficiency when using tools, equipment and gauges.

• Built scenic set pieces for stage performances.

• Be in attendance for all events held in theatre auditorium.

• Operated variety of instruments, equipment and power tools to reduce accidents and malfunctions.

• Stage Manage and strict visiting productions and artists.

• Catalogue and inventory theatre property such as Make up, Stage lights, and lumber.

• Direct peers in operating tools and teach proper shop safety.

• Design, Cut, and Sew stage costumes to fit and portray characters.

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• Delegated tasks to multiple employees while maintaining efficient workplace.

• Sketched outline designs and used CAD programs to create detailed designs and specifications.

• Monitored design processes from conceptual phase through construction.

• Promoted speedy resolution of conflicts and issues between team members by listening and communicating well with involved parties.

• Managed props, stage sets and fixtures for each theatre production.

• Cleaned and organized dressing rooms, restrooms and stage floor area to prevent injury or performance complications.

• Hung, patched and focused theatrical lighting fixtures to illuminate theater productions.

• Contributed input and expertise in audio and light operations.

• Explained project plans and distributed work to other theatre technicians.

Food Service Worker, 05/2017 to 04/2018

Barn'rds Roast Beef – City, STATE

- Maintained order and cleanliness of work areas to conform with health codes.

• Acquired new skills to support team and further accommodate customer needs.

• Received food orders from individuals and explained offerings.

• Updated food displays, cases and other customer-facing areas to increase sales of special items.

• Complied with company service standards and adhered to inventory and cash control procedures.

• Operated cash register to process cash, check and credit card transactions.

• Cleaned and sanitized work areas, equipment, utensils, dishes and silverware.

• Coordinated guest relations to boost satisfaction and brand loyalty.

Kennel Attendant, 04/2016 to 09/2017

Village Animal Hospital, LLC – City, STATE

- Cleaned cages in accordance with health code requirements to ensure sanitary environment for animals.

• Stayed on top of laundry, sweeping and disinfection during slow periods.

• Removed waste from kennels, runs and exercise areas and placed in trash receptacles or in-ground septic systems.

• Bathed animals to remove dust, debris or contaminants and maintain wellbeing.

• Followed consistent safety procedures, maintained visible animal identification and checked tags to minimize care errors.

• Addressed healthcare needs of animals by coordinating with veterinarians and following orders.

• Promoted optimal animal health by feeding and watering on regular schedule.

Education and Training

Bachelor of Arts: Liberal Arts And General Studies, 05/2022

Northwestern Oklahoma State University - Alva, OK

- Castle Players club president.

• Completed professional development in Speech and Theatre.

• Completed coursework in Psychology, Criminal Justice and Humanities.

• Honor Roll Spring 2020

• Completed coursework in speech and theatre, arts and humanities and psychology.

High School Diploma: 05/2018

Kapaun Mount Carmel Catholic High School - Wichita, KS