

# JESSICA CLAIRE

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 100 Montgomery St. 10th Floor

## SKILLS

- Skilled with electric pallet jacks
- Organizational skills
- Multitasking
- Team building
- Work ethic
- People skills
- Communication
- Reliable and trustworthy

## EDUCATION AND TRAINING

Linn County Area Career Center  
Brookfield, MO • 07/2013

GED

## EXPERIENCE

### Sheridan Group Inc. Company - Digital Press Operator

Ann Arbor, MI • 01/2018 - 07/2021

- Examined printed copy for correct ink density, position on paper and registration.
- Collaborated with technicians to diagnose equipment breakdowns and address quality issues.
- Properly handled hazardous waste materials to uphold safety regulations.
- Accurately set-up fold, adjusting roll mechanisms, tension and guide devices.
- Managed paper, ink and printing supplies, placing orders to replenish inventory with vendors.
- Supplied clean-up rags by press, skids, trays and straps.
- Measured paper thickness and adjusted space between blanket and impression cylinders.
- Maximized production by operating 2 to 3 presses simultaneously.
- 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.
- Prioritized and organized tasks to efficiently accomplish service goals.
- Juggled multiple projects and tasks to ensure high quality and timely delivery.
- Demonstrated self-reliance by meeting and exceeding workflow needs.
- Demonstrated leadership by making improvements to work processes and helping to train others.
- Jogged and stacked paper by delivering blank or partially printed stock to equipment.
- Maintained adequate productivity by setting and enforcing deadlines.

### Senior Lifestyle Corporation - CNA

Bradenton, FL • 05/2017 - 01/2018

- Assisted patients with shaving, bathing and oral hygiene to promote healthy habits and overall wellness.
- Facilitated activities of daily living, including personal hygiene management, feeding and ambulation.
- Conducted routine checks on standard patient vitals, including blood pressure, blood sugar and heart rate.
- Exhibited compassionate care and communication regarding issues surrounding death and dying.
- Managed and maintained patient rooms, shared-living areas and nursing stations.
- Rendered hands-on nursing care under direct RN supervision, adhering to medical center policies and procedures.
- Maintained accurate, timely flow of information by completing thorough patient records and updating healthcare team on patient status.
- Fostered relationships with patients, caregivers and healthcare teams to achieve individual care plan targets.
- Used mobility devices to transport patients.
- Delivered personal nursing assistance in pre- and post-operative situations.
- Examined and addressed lacerations, contusions and physical symptoms to assess and prioritize need for further attention.
- Supported diagnostic and treatment procedures, including setting up and operating specialized medical equipment.
- Provided basic patient care by bathing and grooming patients, changing bedding and assisting in feeding activities.
- Collected and documented vital signs to track current patient conditions.
- Recognized and reported abnormalities or changes in patients' health status to nursing staff for immediate assessment.
- Took patients vitals, including blood pressure, temperature and pulse and documented vital signs and weight of patients.
- Engaged with patient family and friends to provide courteous visit experience.
- Communicated concerns regarding clients' status, care and environment to nursing supervisors, clinical care supervisors and case managers.
- Answered signal lights, bells and requests-for-service to assist patient services fulfillment.
- Delivered high level of care to every patient.
- Documented patient intake and dietary requirements and aided with feeding and monitoring.
- Comforted patients and provided each with reassurance and encouragement.
- Followed safe lifting techniques and individual resident lifting instructions.
- Assisted patients during ambulation and moved from one place to another by pushing wheelchairs.
- Turned or re-positioned bedridden patients to promote blood flow and prevent bedsores.
- Followed rehabilitation and treatment care plans to accelerate patient recovery, minimize pain and optimize patient outcomes.

### Tower Health - Nursing Assistant

Hamburg, PA • 02/2017 - 05/2017

- Assisted patients with shaving, bathing and oral hygiene to promote healthy habits and overall wellness.
- Engaged with patient family and friends to provide courteous visit experience.
- Answered signal lights, bells and requests-for-service to assist patient services fulfillment.
- Managed supplies and restocked inventory to promote optimal availability for patient care.
- Documented patient intake and dietary requirements and aided with feeding and monitoring.
- Comforted patients and provided each with reassurance and encouragement.
- Managed and maintained patient rooms, shared-living areas and nursing stations.
- Planned, prepared and served meals and snacks according to prescribed diets.
- Assisted with adequate nutrition and fluid intake.
- Assisted over 20 residents with daily needs, including personal hygiene, dressing and transferring from chairs to bed.
- Protected and promoted patient rights and assisted individuals to achieve maximum independence.