

JESSICA CLAIRE

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

SUMMARY

Performance-oriented Independent Contractor with proven attention to detail and [Industry] experience. Drives project success and customer satisfaction with high-quality work, always willing to go extra mile to meet budget and schedule targets. Flexible hard worker ready to learn and contribute to team success. Dependable student with experience in Contracting environments. Pursuing degree in [Fire science] with extensive understanding of [general contracting]. Industrious and motivated to work independently and as team player.

SKILLS

- Residential construction specialist
- Power and hand tool operation
- Project scope assessment
- Construction quality standards
- Cost control
- Budget Management
- Requirements gathering
- Quoting and estimating

EXPERIENCE

Contractor, 08/2018 - Current

Hcl Technologies Ltd. – Pasco, FL

- Renovated and produced physical structures to meet timeline and budgetary constraints.
- Visited job sites and reviewed renovation plans to ascertain projects.
- Applied changes requested by designers, owners or inspectors to optimize work.
- Aligned work with budget, schedule and applicable building codes to maintain site safety.
- Established scopes of work, budgets and construction timelines to manage and plan projects.
- Minimized waste and oversaw cost-effective supplier purchases to reduce expenses.
- Improved resource allocation to control expenses.
- Acquired new residential customers, commercial clients and construction partners to boost revenue.
- Managed quality control and maintained high level of customer satisfaction.
- Delivered high level of customer service and support by answering questions and returning phone calls quickly.
- Reviewed customer requests, resolved questions and defined specifications before completing orders.
- Kept client satisfaction high by consulting closely at various stages and incorporating important feedback.
- Worked well with architects, clients and fellow contractors to achieve project visions.
- Brought in substantial word-of-mouth business based on quality of work and customer service skills.

Agricultural Worker, 08/2018 - Current

Michaels Stores – Panama City Beach, FL

- Assisted with harvest, including collecting, sorting and packing crops.
- Plowed and tilled fields to prepare soil for crop planting.
- Repaired buildings, fences and other pertinent structures to keep animals properly contained.
- Helped plant and tend to [Number] acres of [Type] crop to consistently bring in high yields and quality products.
- Checked fields regularly to spot and handle maintenance issues such as broken fencing to keep out destructive animals.
- Harvested and inspected crops by hand for quality purposes.
- Removed roots, rocks and debris from field in preparation for planting.
- Picked fruits and vegetables on assigned plots and checked plants for signs of pest and disease.
- Planted and watered seeds using hand watering and irrigation systems.
- Mulched and fertilized crops to improve yield.
- Pruned plants in greenhouse [Number] times per week.
- Installed, cleaned and maintained irrigation equipment to maximize functionality.

Sales Associate, 01/2021 - 04/2021

Michaels Stores – Parsippany, NJ

- Arranged new merchandise with signage and appealing displays to encourage customer sales and move overstock items.
- Sold various products by explaining unique features and educating customers on proper application.
- Answered incoming telephone calls to provide store, products and services information.
- Maintained knowledge of current promotions, exchange guidelines, payment policies and security practices.
- Assisted teammates with sales-processing tasks to meet daily sales goals.
- Retained product, service and company policy knowledge to serve as resource for both coworkers and customers.
- Met merchandise processing standards and maintained organized and accessible work area.
- Helped average of [Number] customers per day by responding to inquiries and locating products.
- Negotiated and closed deals with minimal oversight.
- Processed orders through company system and coordinated product deliveries.

Sales Associate, 08/2019 - 11/2019

Spirit Halloween Super Store – City, STATE

- Arranged new merchandise with signage and appealing displays to encourage customer sales and move overstock items.
- Sold various products by explaining unique features and educating customers on proper application.
- Built and maintained relationships with peers and upper management to drive team success.
- Answered incoming telephone calls to provide store, products and services information.
- Maintained knowledge of current promotions, exchange guidelines, payment policies and security practices.
- Assisted teammates with sales-processing tasks to meet daily sales goals.
- Built trusting relationships with customers by making personal connections.
- Met merchandise processing standards and maintained organized and accessible work area.
- Helped average of [Number] customers per day by responding to inquiries and locating products.
- Negotiated and closed deals with minimal oversight.
- Prepared cash deposits up to \$[Amount] with zero discrepancies.
- Recorded and resolved daily transactions to promote revenue generation and customer satisfaction.
- Retained product, service and company policy knowledge to serve as resource for both coworkers and customers.

EDUCATION AND TRAINING

High School Diploma: 06/2020

Aragon High School - San Mateo, CA

LANGUAGES

English:

Negotiated:

CERTIFICATIONS

- Basic Life Support Certification American heart association , Training - 2021