

Jessica Claire

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SUMMARY	Dedicated and motivated employee with strengths in communication, punctuality, and dependability. Additionally, I am hoping to apply these skills towards your job opening in order to transcend expectations.
SKILLS	<ul style="list-style-type: none">Cash HandlingCustomer ServiceHonest and EthicalHonest and DependableCash Register OperationsPolicies and ProceduresShipment ProceduresDetail-OrientedFeedback AcceptanceProblem SolvingMerchandise PackagingCooperative AttitudeReliable and ResponsibleProblem-SolvingOrdering and StockingIssue ResolutionEfficient LearnerDisciplinedTime ManagementDocumentation and RecordkeepingMultitasking and PrioritizationQuality AssuranceClear CommunicationReliable and PunctualCritical ThinkingTeam Collaboration
EXPERIENCE	SALES ASSOCIATE 03/2021 to CURRENT
	Graniterock Seaside, CA <ul style="list-style-type: none">Operated cash register, collected payments, and provided accurate change.Completed daily recovery tasks to keep areas clean and neat for maximum productivity.Wiped down counters and conveyor belt to remove debris and maintain cleanliness.Helped customers find specific products, answered questions and offered product advice.Worked closely with front-end staff to assist customers.Processed sales transactions to prevent long customer wait times.Accepted cash and credit card payments, issued receipts, and provided change.Trained new team members in cash register operation, stock procedures and customer services.Wrapped items and bagged purchases properly to prevent merchandise breakage.Helped with purchases, locating items and signing up for rewards programs.Learned roles of other departments to provide coverage and keep store operational.Inspected store products for damage and obtained item replacements for customers.Answered customer questions, provided store information, and directed customers to designated store areas.Disseminated information to customers regarding account updates, new service additions, and promotional offers.Tracked company inventories, moved excess stock, and arranged products to improve sales.
	FACTORY PACKER 04/2020 to 07/2020
	Thompson City, STATE <ul style="list-style-type: none">Packed merchandise into boxes and containers in preparation for safe shipment.Arranged items on pallets according to size and weight.Marked and labeled containers with accurate shipping information to prevent delays.Reviewed packing slips and other documentation to properly box requested items for shipment.Assembled cartons, crates and containers to prepare for shipping.Used tools, sprayers and cleaning solutions to disinfect work areas.Inspected outgoing shipments to maintain quality assurance standards.Tracked inventories and inputted equipment counts into warehouse databases.Accomplished production goals by working with speed and accuracy.Inspected orders for accuracy by carefully reviewing containers, products, packaging and labeling.Recorded order processing updates by entering information correctly.Documented product transfers and shipments to keep records current and accurate.Measured product sizes to determine packaging equipment needs, packing options and product specifications.Efficiently packaged items, maintaining consistency to meet fulfillment deadlines.Sorted products efficiently to organize and optimize use of production areas.Many orders were completed each day with quick selecting and packing of shipments, and daily requirements were exceeded.Commodities were protected throughout shipping by appropriately assembling boxes and crates.Moved loads weighing up to 50 pounds.Willingly took on extra hours and shifts to achieve tight delivery deadlines during peak seasons.
	AGRICULTURAL FIELD WORKER 06/2017 to 08/2017
	Delano Farms City, STATE <ul style="list-style-type: none">Assisted with grape, oranges, watermelon, and carrot harvest by collecting, sorting and packing crops.Helped plant and tend to carrot, grapes, oranges, and watermelon crops to consistently bring in high yields and quality products.Loaded and unloaded crop harvests into trucks or storage areas.Handled planting, irrigation, fertilization and pest control.Removed roots, rocks and debris from field in preparation for planting.Harvested and inspected crops by hand for quality purposes.Picked fruits and vegetables on assigned plots and checked plants for signs of pest and disease.Trimmed tree tops and limb tips with machetes and pruning shears to limit growth, promote limb health, and improve overall form.Moved with harvest schedule to new farms in order to pick grapes, oranges, watermelon, and carrot crops.To determine accurate placements, we selected items for certain routes and assessed weight, height, and center of balance.
EDUCATION	High School Diploma 05/2020
	Arvin High School, Arvin, CA
LANGUAGES	Spanish: Negotiated English: Negotiated