

JESSICA CLAIRE

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

SUMMARY

Dedicated Communications Specialist with [Number] years of experience covering external and internal communications. Known for exceptional organization and prioritization skills to manage multiple, concurrent projects. Eloquent writer with track record of creating consistently engaging content.

SKILLS

- Research proficiency
- AP style understanding
- Social media management
- Organization
- Customer service
- Critical thinking
- Analytical
- Data management

EDUCATION AND TRAINING

Bay Path University
Longmeadow, MA • 06/2021

Master of Science:
Communications, Information Management

Bay Path University
Longmeadow, MA • 05/2019

Bachelor of Arts: Liberal Studies
• Dean's List Honoree [Semester and Year]
• Honor Roll [Semester and Year]
• Summa cum laude graduate

EXPERIENCE

Brown University - Digital Communications Specialist
Providence, RI • 10/2021 - Current

- Maintained professionalism and efficiency while working closely with leadership.
- Juggled multiple projects and tasks to ensure high quality and timely delivery.
- Prioritized and organized tasks to efficiently accomplish service goals.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.

Conduent Incorporated - Information Management Specialist
Carol Stream, IL • 10/2021 - Current

- Oversaw [Type] projects, including requirements analysis, milestone management and stakeholder relations.
- Analyzed and evaluated architectural [Type] needs to improve strategies and determine overall costs.

Common Spirit - Family Advocate
Mesa, AZ • 09/1996 - Current

- Utilized task prioritization and data organization skills to effectively manage large caseload.
- Informed victims about legal processes and timelines.
- Partnered with families and provided resources to build growth that promoted better self-reliance.
- Reviewed and analyzed violent crime reports to identify crime trends.
- Served as liaison between students, homes, schools, family services, child guidance clinics, courts, protective services, doctors and other contacts to help children facing problems such as disabilities, abuse or poverty.
- Facilitated parental workshops and classes to provide support to children in achieving school and academic success.

Sweet Designs Silk Floral - Floral Designer/Owner/Operator
City, STATE • 10/1991 - 10/2003

- Prepared and processed floral orders to customer specifications via phone or resulting from in-store consultations.
- Communicated clearly and effectively with customers to determine type of arrangement desired, occasion and date, time and location for each arrangement needed.
- Exceeded customer satisfaction by finding creative solutions to problems.
- Cut, arranged and produced flower bouquets and potted perennial plants according to customer specifications.