

# Jessica Claire

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## Professional Summary

I have a huge passion for Life and what I do. I attain that by believing in what I do, what I sell and even more for the company I represent.

When I heard about this position at Molson Coors through a 27 year veteran employee and read the overview of the responsibilities, skills and the Molson Coors “EPICQ’s”, I stopped right there and it took 30 seconds for me to process that and know that this was an ideal fit for me. Everything that I want in a company, its beliefs, values, ethics, passion, integrity you have and everything that you want in an employee I possess.

I believe that I’m in possession of a very unique set of skills that can help take the Molson Coors team to a premier level. I have faith that if given an opportunity I will embrace it, hold nothing back, share the passion that I have, and take whatever challenges presented and make Molson Coors better than it is today on the way to being the best that it has ever been.

I will help enhance the Molson Coors experience and give employees and customers excitement about being a part of our company. I want to learn and experience more about Molson Coors and the benefits of being a part of your team. I want to make each customer I talk with happy and satisfied, and do the same with each employee as a team member. My formula for being a successful company is simple: “a happy employee makes a happy customer which then equals a very happy company!”

I am always confident and proud of what I do. I enjoy people, whether working with them or assisting them. I would love an opportunity to show you what I really can do if given the chance. I have many skills, gifts and talents at leading, assisting, directing, selling, encouraging, guiding and coaching. I have worked many college basketball athletic events. In my volunteer work I am used to working with high profile college coaches and athletes on a big stage. In my past work experience with United Airlines, I worked many customer booths selling merchandise and all of the UAL products and services. I have excellent customer service skills and I love resolving any issue that a customer might be having, sometimes that is where the biggest reward can come from: when the customer is made happy.

I am excited about the future and I believe that I have a lot to offer a very special company, I want that company to be Molson Coors. “Let’s talk!”

## Skill Highlights

- Active listening skills
  - Strong organizational skills
  - Courteous demeanor
  - Energetic personality
  - Airport security clearance
  - Safety-oriented
  - Data management
  - Professional and mature
  - Dedicated team player
- Strong work ethic
  - Corporate aviation
  - Aviation operations experience
  - Customer service
  - Responsible
  - Event planning
  - VIP services
  - Self-motivated

## Work Experience

**Aviation Analyst**, 04/2006 to Current  
**Leidos Holdings Inc.** – Spokane, WA

Provides leadership and guidance; responsibilities to include but not limited to: Managing, Maintaining, and Supporting customer accounts and data. Additionally, my responsibilities include customer service and support to ensure satisfaction with all facets of our service and products. This includes working with IT, sales, and marketing departments and personnel to ensure customer satisfaction and communication goals are met.

**BAGGAGE FIELD /AUDITOR**, 02/2001 to 03/2006  
**United Airlines** – City, STATE

Audit all incoming flights with transfer baggage and loading procedures.

Send/Write compliance reports.

Meet & greet VIPS including executives and high profile athletes/teams.

**Volunteer - Media Escort**, 02/1995 to Current  
**BIG 12 Conference** – City, STATE

Reacted to complex game situations quickly and effectively. Demonstrated commitment and responsibility towards fellow players and coaches through genuine respect and dedication to the sport. Assisted with athletics management tasks provided by organization.

**LEAD RAMPSEVICEMAN**, 04/1986 to 03/2002  
**UNITED AIRLINES** – City, STATE

Lead and Direct a team of 5-7 employees on the off load and loading of baggage, air freight and mail on a aircraft in an efficient and timely manner.

Organizing the the order, weight & balance of all loads.

## Education and Training

**Associate of Applied Science: Business Administration**, 1982  
**University of Southern Colorado** - Pueblo, CO

**High School Diploma: General**, 1981  
**South High School** - Pueblo, CO