

Jessica Claire

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SUMMARY

- As a recently returned world traveler i have gained experience in numerous fields of employment including A.V. and stage set up for events, management of a small overseas hostel, landscaping & farming, some management in retail, cooking and hospitality.

RELEVANT SKILLS

- Adaptability
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- Organized
- Inventory management
- Customer-oriented
- Hospitality background
- Cash handling

ACCOMPLISHMENTS

- Promoted to Adventure Cairns Team Leader after 3 months of employment. Recognized for outstanding customer service in a Cairns based hostel. Promoted to supervisor of a coffee farm in Australia. Promoted to supervisor in a landscaping position based in New Zealand.

EXPERIENCE

GLASSY AND PART TIME BAR TENDER

2012 to 06/2012

Hudson Group | Joliet, IL

- Broke down bar after events and returned leftover liquor, glassware and banquet carts.
- Served as backup for bartenders.
- Collected money and made change.
- Maintained bar stocks (including 26 kegs), replenishing daily if necessary.

EVENT TECH. & STAGE PREP

09/2012 to 03/2013

Bright Black A.V. | City, STATE

- Prepared equipment for all operations.
- Monitored well production equipment.
- Set up sensitive electronic tools and equipment.
- Quickly replaced faulty parts and unit wiring and retested systems.

RETAIL MANAGER

05/2013 to 11/2013

Adventure Cairns | City, STATE

- Provided sales and service support to existing clients.
- Studied new products in order to provide detailed knowledge.
- Consistently met or exceeded sales quotas.

AGRICULTURAL SUPERVISOR

02/2014 to 11/2014

Skybury | City, STATE

- Oversaw daily operations of a team of 12 on a coffee and papaya farm.
- Trained and directed field workers in the procedures of collecting and packaging fruit.
- Monitored loading processes in order to ensure that materials are loaded according to specifications.
- Boosted team productivity through tractor training.

EDUCATION

- Associate of Science | science
Santa Barbara city college, Santa Barbara, CA

2007