

# JESSICA CLAIRE

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## SUMMARY

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Detail-oriented, organized, and extensively trained in spreadsheets, transcription, word processing and desktop publishing.

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## SKILLS

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- Spreadsheet management
- Microsoft Office proficiency
- Computer-savvy
- Advanced MS Office Suite knowledge
- Time management
- Self-directed
- Excellent communication skills
- Strong problem solver

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## ACCOMPLISHMENTS

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Created a database that listed all parking regulations for Hartford Parking Authority that was praised by the City Council.

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## EXPERIENCE

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### **Database Developer, 07/2015 - 2017**

**Northstar Financial Services Group Llc** – New York, NY

Developed and created a more effective database that organized information received from parking permit users. Verified that information about signage and parking meters in the computer system was up-to-date and accurate.

### **Summer Intern, 05/2015 - 07/2015**

**Douglas County School System** – Douglasville, GA

Offered assistance to CEO of company by answering phone calls, filing important documents, creating board packages for meetings, and occasionally answering phone calls.

### **Nepal Project 2.0 Internship, 02/2015 - 05/2015**

**Capital Workforce** – City, STATE

Built an off-grid solar and wind hybrid power system for two remote villages in Nepal. Fund-raised over \$3,000 to buy ponchos and water filters for villages in Nepal affected by the Earthquake.

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## EDUCATION AND TRAINING

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Computer Engineering/Business Management, 2020

**Rochester Institute of Technology** - Rochester, NY

**High School Diploma:** General, 2016

**Hartford High Academy of Engineering and Green Technology** - Hartford, CT

Top 3% of class

Student government representative