

JESSICA CLAIRE

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Summary

Excellent worker interested in completing tasks and assisting other in competently executing all aspects needed for a successful project.

Skills

- MS Office
- Work Planning and Prioritization
- Problem-Solving
- Project Leadership

Experience

Consultant, 12/2009 to Current

Keste – Arlington, TX

- Evaluate the event and create a proposal
- Set budgets for the event and find funding, secure venues, meet with vendors
- Find speakers and meet with volunteers
- Create and print program booklets and tickets, design plaques
- Supervise the volunteer staff
- Work with grant writers to secure monies for the Foundation

General Warehouse Associate, 10/2018 to 12/2021

Ollie's Bargain Outlet – Owensboro, KY

- Prepared packages and verified details for shipments.
- Updated inventory and production information using warehouse management systems and scanner guns.
- Moved large and bulky items manually or with pallet jacks or forklifts.
- Examined packages and goods for damage and notified vendors of replacement needs.
- Used pallet jacks to move items to and from warehouse locations.

Office Manager, 08/1999 to 06/2014

Cyberark Software, Ltd. – Detroit, MI

- Trained and mentored administrative staff members in company policies, daily task execution and industry best practices.
- Handled scheduling and managed timely and effective allocation of resources and calendars for CEO.
- Oversaw receiving and organizing correspondence, answering and forwarding calls and creating business letters and records.
- Managed, scheduled and coordinated office functions and activities for employees.
- Set up travel arrangements
- Performed routine maintenance on office PCs and machinery

Sales Lead (Supervisor), 07/2006 to 10/2010

International Bancshares Corp – Zapata, TX

- Opened and closed the store(financial), prepare cash and perform banking duties
- Supervised sales staff and warehouse staff
- Received and sent shipments
- Organized store-wide events for customer retention
- Disseminated up-to-the-minute staff training from the corporate office weekly
- Maintained back office paperwork
- Worked with the Visual team to change the look of the store seasonally
- Simple store maintenance, i.e.
- Light bulbs, window cleaning, high ladder work, etc.

Executive Administrative Assistant, 10/2001 to 12/2002

Agreeya Solutions – Ashburn, VA

- Correspondence, fax, file
- Set up travel arrangements
- Kept calendar of events for Vice Presidents of Computer Engineering, and
- Telecommunications
- Set up video and audio conference calls
- Subbed in on meetings for the Vice President of Computer Engineering
- Archived files
- Generated monthly reports

Project Coordinator, 08/1999 to 06/2001

Capri Communities – North Fond Du Lac, WI

- Maintained records for ongoing projects
- Assisted in organization of quarterly conferences and seminars
- Solicited vendors for financial and in-kind donations for on-going operations; search for grant opportunities
- Trained new employees and volunteers in the policies of the agency

Administrative Assistant, 06/1997 to 08/1999

Mdu Resources Group, Inc. – Riverside, CA

- Concurrently: Personal Assistant to the Regional VP and Interim Executive Assistant to the C.O.O
- Whose office was housed in the Georgia Office and successfully worked both positions
- Correspondence, wrote contracts and quitclaim deeds, filed, faxed, transcribing
- Maintained company records housed at the Fulton County Sheriff's Office
- Participated in the Tax Deed Sales by bidding in auctions on the Courthouse steps
- Performed accounts payable responsibilities for all billing coming into the Georgia Office
- Resolved issues and receive payments for taxpayers in the Payment Department

Secretary, 03/1996 to 04/1997

AT&T – Monaca, PA

- Switchboard, correspondence, flyers, faxed, mail pickup and distribution
- Pulled credit reports, accounts payable invoices and vouchers, maintained postage meter
- Skills

Account Representative, 08/1995 to 03/1996

AT&T – City, STATE

- Spoke with 100+- customers daily about discrepancies in their long distance billing
- Set up long distance service for new and returning subscribers
- Received 4 awards for exemplary service initiated from comments and letters from customers
- Offered proactive resolution ideas while driving actionable responses to questions, concerns or challenges, boosting client satisfaction ratings.

Education and Training

Bachelor of Science: Business Administration, 10/2016

University of Phoenix - Atlanta, GA

Activities and Honors

Skills

- MS Office
- Work Planning and Prioritization
- Problem-Solving
- Project Leadership

Work History

Consultant, 12/2009 to Current

Alpha and Omega ..., Inc – Tucker, GA

- Evaluate the event and create a proposal
- Set budgets for the event and find funding, secure venues, meet with vendors
- Find speakers and meet with volunteers
- Create and print program booklets and tickets, design plaques
- Supervise the volunteer staff
- Work with grant writers to secure monies for the Foundation

General Warehouse Associate, 10/2018 to 12/2021

The Home Depot – Locust Grove, GA

- Prepared packages and verified details for shipments.
- Updated inventory and production information using warehouse management systems and scanner guns.
- Moved large and bulky items manually or with pallet jacks or forklifts.
- Examined packages and goods for damage and notified vendors of replacement needs.
- Used pallet jacks to move items to and from warehouse locations.

Office Manager, 08/1999 to 06/2014

YaQar International Ministries, Inc – Tucker, GA

- Trained and mentored administrative staff members in company policies, daily task execution and industry best practices.
- Handled scheduling and managed timely and effective allocation of resources and calendars for CEO.
- Oversaw receiving and organizing correspondence, answering and forwarding calls and creating business letters and records.
- Managed, scheduled and coordinated office functions and activities for employees.
- Set up travel arrangements
- Performed routine maintenance on office PCs and machinery

Sales Lead (Supervisor), 07/2006 to 10/2010

Coldwater Creek – Snellville, GA

- Opened and closed the store(financial), prepare cash and perform banking duties
- Supervised sales staff and warehouse staff
- Received and sent shipments
- Organized store-wide events for customer retention
- Disseminated up-to-the-minute staff training from the corporate office weekly
- Maintained back office paperwork
- Worked with the Visual team to change the look of the store seasonally
- Simple store maintenance, i.e.
- Light bulbs, window cleaning, high ladder work, etc.

Executive Administrative Assistant, 10/2001 to 12/2002

Manpower – Atlanta, GA

- Correspondence, fax, file
- Set up travel arrangements
- Kept calendar of events for Vice Presidents of Computer Engineering, and
- Telecommunications
- Set up video and audio conference calls
- Subbed in on meetings for the Vice President of Computer Engineering
- Archived files
- Generated monthly reports

Project Coordinator, 08/1999 to 06/2001

Believe and Receive, Inc – Tucker, GA

- Maintained records for ongoing projects
- Assisted in organization of quarterly conferences and seminars
- Solicited vendors for financial and in-kind donations for on-going operations; search for grant opportunities
- Trained new employees and volunteers in the policies of the agency

Administrative Assistant, 06/1997 to 08/1999

Capital Asset Research Corp – Atlanta, GA

- Concurrently: Personal Assistant to the Regional VP and Interim Executive Assistant to the C.O.O
- Whose office was housed in the Georgia Office and successfully worked both positions
- Correspondence, wrote contracts and quitclaim deeds, filed, faxed, transcribing
- Maintained company records housed at the Fulton County Sheriff's Office
- Participated in the Tax Deed Sales by bidding in auctions on the Courthouse steps
- Performed accounts payable responsibilities for all billing coming into the Georgia Office
- Resolved issues and receive payments for taxpayers in the Payment Department

Secretary, 03/1996 to 04/1997

Dime Mortgage, Inc – Atlanta, GA

- Switchboard, correspondence, flyers, faxed, mail pickup and distribution
- Pulled credit reports, accounts payable invoices and vouchers, maintained postage meter
- Skills

Account Representative, 08/1995 to 03/1996

AT&T – Marietta, GA

- Spoke with 100+- customers daily about discrepancies in their long distance billing
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