

JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105 • (555) 432-1000 • resumesample@example.com

SKILLS

- Financial aptitude with In-depth knowledge of sourcing vendors for medical supplies Specifically with purchasing and sale of medical supplies
- Critical thinking proficiency & sound decision making abilities in time sensitive situations
- Cultural awareness and sensitivity
- Extensive experience with Microsoft Office; Word, Excel, Access
- Confident public speaker
- Relationship and team building skills with emphasizes in conflict resolution

EXPERIENCE

Consultant, 06/2016

George Mason University – Fairfax, VA

- **Created annual goals, objectives and budget and made recommendations to reduce costs.**
- *Specifically with scheduling and booking of various auctioning events*
- *Reduced overall costs via sponsorship's*
- **Implemented standards and methods to measure the effectiveness of agency activities.**
- *Sourced and implemented new performance appraisal process.*

Assistant Manager / HIPAA Privacy and Security Officer , 05/2014 - 05/2016

Chapel Hill – Chapel Hill, NC

- **Facilitated an organization-wide change in electronic health record systems.**
- *Analyzed and submitted monthly reports to accounting manager- goal was to demonstrate that all policies and procedures were appropriated practiced*
- **Performed end of day accounting and balancing:**
- *Specifically accounts receivable for; products and services purchase internally, & documentation of all co-payments received –. Averaged \$12K-\$20K in daily balances*
-
- **Conducted a thorough HIPAA risk assessments:**
- *Identified weaknesses within current record systems-ranging from insurance information to confidential patient information Successfully developed new organizational policies and practices to better protect patient information needed to .*

Planning Assistant , 10/2012 - 01/2013

Cohesion Products - ThreeSixty Sourcing – City, STATE

- **Created an analytical framework for identifying and developing financial growth opportunities.**
- *Kmart and Kohls- I worked both projects simultaneously, both resulted in successful restructuring organization, increased sales resulting in overall revenue growth and new job opportunities*
- **Managed customer service department for the American market**
- *Customers ranged from family owned local markets to national accounts.*

EDUCATION AND TRAINING

Bachelor of Arts: Arts in History, 2012

University of Illinois at Chicago - Chicago, IL

Graduated Summa Cum Laude 3.99 GPA

Master of Science: Health Administration, 2015

University of Washington at Seattle - Seattle, WA

ACTIVITIES AND HONORS

SKILLS

SUMMARY

Highly motivated Sales Associate with extensive customer service and sales experience. Outgoing sales professional with track record of driving increased sales, improving buying experience and elevating company profile with target market.