

# JESSICA CLAIRE

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

## PROFESSIONAL SUMMARY

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Results-focused management professional with 5 years of leadership experience. Energized and motivated to improve processes and decrease variable cost per package, while maintaining a high morale amongst workers.

## SKILLS

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- Process improvement
- Converting raw data to knowledge
- Digital Marketing
- Operations Management
- Teamwork is second language
- Content Creation
- Success-driven
- Fast-Paced Environments

## WORK HISTORY

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- 2016 to 04/2016

**Social and Digital Media Assistant**  
**Carrier Enterprise – Tyler**  
Created and executed digital platform strategies to improve brand image, student retention, attract new students and improve communication channels to alumni and parents. Followers and views per post increased by 24% in 4 weeks with a 40% engagement increase.  
Investigated and quantified student interests. Integrated the voice of the student body into the digital content of marketing strategies to align brand and student needs to improve engagement of current and prospective students. Reached over a million people across primary Facebook and twitter accounts. Consistently surpassed competitor universities reach by an average of 40,000 post views.
- 05/2015 to 07/2015

**Management Trainee**  
**Southern Glazer's Wine And Spirits, Llc – Lake Charles**  
Achieved top 10 sales intern status out of 50.  
Sharpened professional sales, people, customer service, and soft skill by interacting with more than 30 customers per day. Skills include taking reservations, handling customer inquiries, problem solving, and increase revenue by generating more sales.
- 08/2016 to Current

**Area Manager**  
**Amazon – City**  
Managed inbound and outbound flows of a 248,000 square foot warehouse leveraging the skills of  
ADD TO THIS SECTION  
manage inbound and outbound flows monitor throughput per hour and make adjustments every 15 minutes to achieve day efficiency plan Manage 90-150 associates per shift Develop and train employees leverage employee strengths and weaknesses to help operation run smoothly Motivate, engage workers, solve their problems Created development plan for process assistant Improved site efficiency from 30 to 75 in 5 months Created standard procedure for stand ups.

## EDUCATION

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- 2016

**Bachelor of Science: Entrepreneurship and Small Business Management**  
**Quinnipiac University - Hamden Connecticut**  
3.82 GPA  
International experience extending microloans in Nicaragua  
Division 1 field hockey captain