

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

An individual bringing four years in commercial and residential cleaning. Adept at efficiently completing tasks in independent or team-based fashions to achieve and maintain high client satisfaction. Proficient in maintaining bathrooms and kitchens. Team-driven with strong customer satisfaction focus. An attentive, motivated, hardworking and meticulous member of the workforce with proven leadership and teaching skills. Familiar with proper use of all cleaning materials and hazardous chemicals. Possesses skills in professionalism, Cosmetology, articulation, design, literacy, and public speaking. Very passionate about visual arts and equipped to help students explore multiple disciplines. Effective at teaching to standards and promoting learning at all levels. Solid background leading successful classes and art lab experiences. Collaborative Visual Art Teacher with proven skills in teaching others to develop artistic talents. Natural mentor and motivator bringing patience and knowledge useful to elderly students. Dedicated to continuous professional development and comprehensive student support.

SKILLS

- Residential cleaning
- Vacuuming
- Conscientious
- Hazardous chemical training
- Ceiling fans
- Cleaning techniques
- Window cleaning
- Cleaning bathrooms
- Confidentiality
- Mopping and sweeping
- Dusting furniture
- Customer retention
- Team building
- Time management
- MS Office
- Relationship building and management
- Lash and eyebrow maintenance
- Waxing service provider
- Hair styling
- Product expertise
- Manicures and pedicures
- Facials and makeup applications
- Outstanding client retention
- Inventory Control
- Customer consultation
- Scalp treatments
- Safety processes and procedures
- Product restocking
- Shelving of products
- Cleaning procedures
- Customer relationships

WORK HISTORY

- 03/2019 to Current **Visual Arts Teacher**
The Archer School For Girls – Los Angeles, CA
 - Adapted curricula to meet current standards and promote skills in all students.
 - Worked with struggling students to offer additional help with classroom and hands-on learning.

06/2017 to Current **Housekeeping Aide**
Hyatt – Avon, CO
 - Disposed of trash and recyclables each shift to avoid waste buildup.
 - Slid beds, sofas and **table-top** furniture aside to wipe down baseboards and remove dust and dirt from hard-to-reach areas.
 - Cleaned bathrooms and kitchens with sanitizing products to prevent spread of germs and reduce likelihood of illness.
 - Established and maintained clean and comfortable environments in **condos and houses** by vacuuming, cleaning windows and dusting.
 - Kept building entryway glass clean and polished for professional presentation.
 - Restocked room supplies such as facial tissues for personal touch with every job.
 - Removed bed sheets and towels from rooms and pre-treated stains to maintain and restore linen condition.
 - Worked on team of two staff members to service **8-20 living, dining, and bathrooms** daily.
 - Offered deep cleaning expertise to clients in need of extra support for **carpeted** areas.
 - Operated power equipment tools such as corded vacuums for up to three hours per shift.
 - Cleaned three locations every **month** with consistently high customer satisfaction ratings.
 - Serviced bathrooms, including cleaning, sanitizing and supply replenishment.

10/2018 to 01/2019 **Shelf Stocker**
Novo Building Products – Howell, NJ
 - Unloaded arriving product stock and moved to store display areas.
 - Checked and pulled defective or expired products from shelves.
 - Created balanced pallets to support efficient and safe sales floor replenishment.
 - Regularly assessed sales floor stock levels to replenish with merchandise before depletion.
 - Stocked merchandise each week, clearly labeling items, arranging according to size or color and preparing attractive displays.
 - Accepted delivered packages, verified products and checked delivery totals to keep system records current and accurate.
 - Collaborated with sales team members to stay current on inventory levels, complete accurate orders and resolve item issues.
 - Completed physical inventory counts each week.
 - Assessed shelves in wholesale department to determine which items to replenish or reorder.

EDUCATION

- 06/2020 **High School Diploma**
Central Davidson High School - Lexington, NC
 - Member of National Art Honors Society
 - Member of Writing Club
 - Member of Photography Club

05/2021 **Cosmetology**
Davidson County Community College - Thomasville, NC

ACCOMPLISHMENTS

- Used Microsoft Excel to develop inventory tracking spreadsheets.
- Resolved product issue through consumer testing.

AFFILIATIONS

- Member, Bobbi's School of Dance, **2018** to Current

CERTIFICATIONS

- First Aid/CPR Certified