

Jessica Claire

100 Montgomery St. 10th Floor (555) 432-1000 resumesample@example.com

PROFESSIONAL SUMMARY

Hardworking Advocate working diligently on behalf of [Type] persons to obtain necessary assistance. Skilled in coordinating files and resources to meet routine and complex needs. Effective under pressure and in stressful situations. Knowledgeable! Reliable employee. Offering excellent communication and good judgment.

Very self motivated young man from the greater Seattle area,I have been very lucky to be able to learn from some great people along my Journey. I feel that I can provide instant value to any work place.

SKILLS

- Maintaining Client Records
 - Implementing Client Care Plans
 - Issue Reporting
 - Teamwork and Collaboration
 - Issue and Conflict Resolution
 - Performance Tracking and Evaluations
 - Scheduling and Coordinating
 - Managing Employee Relations
 - Shrinkage Prevention
 - Timelines and Milestones
- Reading Comprehension
 - Complex Problem-Solving
 - Detailed Activity Logs
 - Attentive and Observant
 - Public Safety and Security
 - Screening Wands
 - Crisis Situations
 - Stationary Surveillance
 - Checking Credentials
 - Foot and Vehicle Patrol

WORK HISTORY

ADVOCATE 01/2022 to CURRENT

State University Of New York At Cobleskill | Cobleskill, NY

- Worked effectively with fellow team members to coordinate effective solutions to any question or concern.
- Supported individuals with legal, physical or mental health concerns in dealing with routine needs and complex problems.
- Organized supporting documentation for individuals under evaluation and coordinated paperwork transfers to correct staff members.
- Onboarded and monitored program participants and guided each through entry-level stages.
- Reached out to individuals eligible for services to solicit applications and offer assistance.
- Conducted pre-screening activities to help determine eligibility for [Type].
- Assisted interested parties in navigating admissions procedures and dealing with eligibility issues.
- Maintained positive relationships with service providers and [Job title]s relevant to [Type] program operations.
- Managed required paperwork to help individuals sign up for [Type] services.
- Created professional and error-free business correspondence to communicate with prospective and currently enrolled participants.

SECURITY OFFICER 11/2021 to 05/2022

Department Of The Interior | Medford, OR

- Greeted guests professionally and courteously to cultivate welcoming atmosphere while making safety top priority.
- Oversaw daily monitoring and patrolled buildings, grounds, and work sites.
- Patrolled and monitored premises in company vehicle, on bicycle and by foot.
- Checked and verified photo identification prior to granting facility access.
- Secured personal and company goods against robbery, vandalism and illegal entry.
- Drafted reports of property damage, theft, accidents and unusual occurrences to document daily activities and irregularities.
- Permitted entry with escort for approved persons into secure locations.
- Reviewed camera and system feeds and alerted proper respondents regarding discrepancies.

CASHIER 10/2018 to 07/2021

Los Angeles County | Los Angeles, CA

- Operated cash register for cash, check and credit card transactions with excellent accuracy levels.
- Worked flexible schedule and extra shifts to meet business needs.
- Helped customers complete purchases, locate items and join reward programs.
- Restocked and organized merchandise in front lanes.
- Promoted customer loyalty and consistent sales by delivering friendly service and knowledgeable assistance.
- Collected and authorized payments of guests.
- Replenished sales floor merchandise and organized shelves, racks and bins for optimal appearance.
- Reconciled cash drawer at start and end of each shift, accounting for errors and resolving discrepancies.
- Maintained cash drawer of \$[Amount] or more per shift.

EDUCATION

High School Diploma 06/2018
South Lake High School, Seattle

AFFILIATIONS

Please complete the following information for each of your previous employers/supervisors and/or work-related references. Each reference you provide needs to be someone who is knowledgeable about your employment history and can speak to your job performance, duties, etc. At least one must be a current or former supervisor.

Name: _____ Signature: _____

_____ Position Interviewing For: _____

_____ I HEREBY CERTIFY that the information provided by me herein is true and complete to the best of my knowledge.

1. Name: _____ Relationship: _____ Company Name: _____ Job Title: _____ Phone Number: _____ Email Address: _____ Years Known: _____

_____ Is this person a former supervisor? (Please select one) YES NO

2. Name: _____ Relationship: _____ Company Name: _____ Job Title: _____ Phone Number: _____ Email Address: _____ Years Known: _____

_____ Is this person a former supervisor? (Please select one) YES NO

3. Name: _____ Relationship: _____ Company Name: _____ Job Title: _____ Phone Number: _____ Email Address: _____ Years Known: _____

_____ Is this person a former supervisor? (Please select one) YES NO

ALTERNATE REFERENCES Please provided up to three additional reference in the event we're not able to connect with your primary references listed above.

4. Name: _____ Relationship: _____ Company Name: _____ Job Title: _____ Phone Number: _____ Email Address: _____ Years Known: _____

_____ Is this person a former supervisor? (Please select one) YES NO

5. Name: _____ Relationship: _____ Company Name: _____ Job Title: _____ Phone Number: _____ Email Address: _____ Years Known: _____

_____ Is this person a former supervisor? (Please select one) YES NO

6. Name: _____ Relationship: _____ Company Name: _____ Job Title: _____ Phone Number: _____ Email Address: _____ Years Known: _____

_____ Is this person a former supervisor? (Please select one) YES NO