

JESSICA CLAIRE

100 Montgomery St. 10th Floor

(555) 432-1000 - resumesample@example.com

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

12/2009 to Current	Consultant Infosys Ltd – Salt Lake City, UT <ul style="list-style-type: none">• 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
10/2018 to 12/2021	General Warehouse Associate Ollie's Bargain Outlet – Oil City, PA <ul style="list-style-type: none">• 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.
08/1999 to 06/2014	Office Manager Cyberark Software, Ltd. – Greater Boston, MA <ul style="list-style-type: none">• 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
07/2006 to 10/2010	Sales Lead (Supervisor) International Bancshares Corp – Uvalde, TX <ul style="list-style-type: none">• 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.
10/2001 to 12/2002	Executive Administrative Assistant Agfa – Carlstadt, NJ <ul style="list-style-type: none">• 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
08/1999 to 06/2001	Project Coordinator Capri Communities – Maple Bluff, WI <ul style="list-style-type: none">• 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
06/1997 to 08/1999	Administrative Assistant Mdu Resources Group, Inc. – Redmond, WA <ul style="list-style-type: none">• 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
03/1996 to 04/1997	Secretary Aspire Team – City, STATE <ul style="list-style-type: none">• Switchboard, correspondence, flyers, faxed, mail pickup and distribution• Pulled credit reports, accounts payable invoices and vouchers, maintained postage meter• Skills
08/1995 to 03/1996	Account Representative AT&T – City, State <ul style="list-style-type: none">• 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

10/2016 **Bachelor of Science: Business Administration**

University of Phoenix - Atlanta, GA

ACTIVITIES AND HONORS

SKILLS

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

WORK HISTORY

12/2009 to Current	Consultant Alpha and Omega ..., Inc – Tucker, GA <ul style="list-style-type: none">• 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
10/2018 to 12/2021	General Warehouse Associate The Home Depot – Locust Grove, GA <ul style="list-style-type: none">• 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.
08/1999 to 06/2014	Office Manager YaQar International Ministries, Inc – Tucker, GA <ul style="list-style-type: none">• 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
07/2006 to 10/2010	Sales Lead (Supervisor) Coldwater Creek – Snellville, GA <ul style="list-style-type: none">• 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.
10/2001 to 12/2002	Executive Administrative Assistant Manpower – Atlanta, GA <ul style="list-style-type: none">• 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
08/1999 to 06/2001	Project Coordinator Believe and Receive, Inc – Tucker, GA <ul style="list-style-type: none">• 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
06/1997 to 08/1999	Administrative Assistant Capital Asset Research Corp – Atlanta, GA <ul style="list-style-type: none">• 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
03/1996 to 04/1997	Secretary Dime Mortgage, Inc – Atlanta, GA <ul style="list-style-type: none">• Switchboard, correspondence, flyers, faxed, mail pickup and distribution• Pulled credit reports, accounts payable invoices and vouchers, maintained postage meter• Skills
08/1995 to 03/1996	Account Representative AT&T – Marietta, GA <ul style="list-style-type: none">• 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.