

# JESSICA CLAIRE

✉ resumesample@example.com

☎ (555) 432-1000

📍 100 Montgomery St. 10th  
Floor

## SKILLS

- Safety regulations
- Staff management
- Issue resolution
- Customer relationship management
- Client rapport
- Continuous Improvement
- Strategic Planning
- Reports and documentation

## EDUCATION AND TRAINING

**La Cuesta High School**  
Santa Barbara, CA • 06/2002  
*High School Diploma*

**Pima Medical Institute**  
Las Vegas, NV

**Pima Medical Institute**  
Las Vegas, NV • 10/2008

**CMA (Certified Medical Assistant):** Medical Assistant

## SUMMARY

Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking opportunities to expand skills while facilitating company growth.

## EXPERIENCE

**Iqvia Holdings Inc - Consultant**  
Louisville, KY • 09/2020 - Current

- Laid out consulting services governing orders, activities, schedules and employee performance.
- Documented research findings and prepared polished reports highlighting results and potential improvement strategies.
- Reviewed diverse organizational problems to assess concerns with areas such as workflows, communication and cost controls.
- Met with clients and discussed the scope of the project to ascertain how long it would take and what resources would be needed.

**Lincoln Electric Holdings - Cleaning Service**  
Cleveland, OH • 01/2018 - Current

- Responded to emergency cleaning requests to meet client expectations.
- Kept bathrooms in clean, functional condition by scrubbing stalls, cleaning toilets and tidying storage shelves.
- Sanitized frequented areas and equipment using approved supplies.
- Collected trash from floors within hallways, bathrooms and work areas.
- Vacuumed carpeted areas and mopped solid surfaces with proper chemical solutions.
- Maintained safety protocols through safe handling of equipment and chemicals.

**Tool Of North America - Production Assistant**  
City, STATE • 01/2008 - 09/2016

- Greeted customers, answered questions and recommended specials, wine and desserts to increase profits.
- Collaborated with host, bus person and cook to serve up food and beverage options.
- Maximized beverage sales by suggesting appropriate food and drink pairings to suit unique customer preferences.
- Pitched in to help crews with building sets and identified problems that could have resulted in possible safety issues.
- Coordinated production requirements with material handling and staffing functions.
- Supervised schedules, met deadlines and coordinated with staff members in support of production department.
- Maintained meticulous organization of filming areas by removing debris and sweeping floors.
- Helped director with planning and completing shots.
- Completed wide range of production support tasks over multiple filming areas.
- Simultaneously managed wardrobe, hair and makeup requirements for multiple actors.
- Managed areas of manufacturing, safety, inventory control and process implementation.
- Talked with other crew members via walkie talkies.
- Set up and tended equipment with machine operators to complete runs.