

Jessica Claire

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

PROFESSIONAL SUMMARY

CORE QUALIFICATIONS

EXPERIENCE

EDUCATION

Articulate, detail focused and driven to succeed. Strategic planning and client relationship management.

• Results-oriented

• Quick learner

• Computer proficient

• Creative Problem Solving

• Multi-Task Management

• Organized

• Unsurpassed work ethic

• Relationship building

• Troubleshooting

• Time management skills

INFORMATION TECHNOLOGY ASSISTANT PROJECT MANAGER

09/2015 to CURRENT

Salvation Army Usa | Kankakee, IL

• Plan, initiate, and manage information technology (IT) projects.

• Lead and guide the work of technical staff.

• Serve as liaison between business and technical aspects of projects.

• Plan project stages and assess business implications for each stage.

• Monitor progress to assure deadlines, standards, and cost targets are met.

• Define project deliverables and monitor status of tasks.

• Collaborate with cross-functional teams to draft project schedules and plans.

• Monitor team progress and enforced deadlines.

CHILDCARE WORKER

06/2014 to 09/2015

Black Hills State University | City, STATE

• Attend to children at childcare institution.

• Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play.

• I had my own class of 6 one-year-olds. I was responsible for every aspect of their day.

• Employed a variety of materials for children to explore and manipulate in learning activities and imaginative play.

• Offered detailed daily reports that outlined each child's activities.

• Carefully identified warning signs of emotional and developmental problems in children.

• Created and implemented a developmentally appropriate curriculum.

• Upheld all CPR and South Dakota regulated certifications.

• Offered stimulating curriculum that accommodated all learning styles.

• Supervised circle time, free play, outside play and learning and developmental activities.

CHIEF/HEAD COOK

02/2012 to 06/2014

Good Earth Natural Foods | City, STATE

• Directed and participated in the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods.

• Planned and priced menu items, ordered supplies, and kept records and accounts.

• Provided courteous and informative customer service in an open kitchen format.

• Systematically tasted and smelled all prepared dishes, and observed color, texture and garnishes.

• Consistently kept a clean and safe environment by adhering to all federal, state and local sanitation and safety requirements.

• Followed proper food handling methods and maintained correct temperature of all food products.

• Consistently produced exceptional menu items that regularly garnered diners' praise.

• Quickly and courteously resolved all guest problems and complaints.

• Regularly developed new recipes in accordance with consumer tastes, nutritional needs, and budgetary considerations.

Bachelor of Science | Speech Pathology/Audiology

08/01/1999

University of Wyoming, Laramie, WY

Minor in Spanish

GPA: 3.4

High School Diploma

05/01/1994

Natrona County High School, Casper, WY

GPA: 3.2