

# Jessica Claire

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**SUMMARY**    As a recently returned world traveler i have gained experience in numerous fields of employment including A.V. and stage set up for events, management of a small overseas hostel, landscaping & farming, some management in retail, cooking and hospitality.

- RELEVANT SKILLS**
- Adaptability
  - Customer-oriented
  - Organized
  - Hospitality background
  - Inventory management
  - Cash handling

**ACCOMPLISHMENTS**    Promoted to Adventure Cairns Team Leader after 3 months of employment. Recognized for outstanding customer service in a Cairns based hostel. Promoted to supervisor of a coffee farm in Australia. Promoted to supervisor in a landscaping position based in New Zealand.

**EXPERIENCE**    **GLASSY AND PART TIME BAR TENDER** 2012 to 06/2012  
**Hudson Group | Joliet, IL**

Broke down bar after events and returned leftover liquor, glassware and banquet carts.  
Served as backup for bartenders.  
Collected money and made change.  
Maintained bar stocks (including 26 kegs), replenishing daily if necessary.

**EVENT TECH. & STAGE PREP** 09/2012 to 03/2013  
**Bright Black A.V. | City, STATE**

Prepared equipment for all operations.  
Monitored well production equipment.  
Set up sensitive electronic tools and equipment.  
Quickly replaced faulty parts and unit wiring and retested systems.

**RETAIL MANAGER** 05/2013 to 11/2013  
**Adventure Cairns | City, STATE**

Provided sales and service support to existing clients.  
Studied new products in order to provide detailed knowledge.  
Consistently met or exceeded sales quotas.

**AGRICULTURAL SUPERVISOR** 02/2014 to 11/2014  
**Skybury | City, STATE**

Oversaw daily operations of a team of 12 on a coffee and papaya farm.  
Trained and directed field workers in the procedures of collecting and packaging fruit.  
Monitored loading processes in order to ensure that materials are loaded according to specifications.  
Boosted team productivity through tractor training.

**EDUCATION**    **Associate of Science | science** 2007  
**Santa Barbara city college, Santa Barbara, CA**