

JESSICA CLAIRE

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Summary

Ambitious, knowledgeable graduate who is eager to learn new skills and experience in the workplace. Possesses a high degree of integrity and an outstanding work ethic, as well as strong leadership and reasoning qualities. Looking to make a difference wherever she goes.

Highlights

- Strategic planning
- Troubleshooting and problem solving
- Flexible
- Dedicated
- Punctual
- Fast learner
- Easily trained

Accomplishments

- Received a score of 32 on the ACT.
- Received superior score on the California Critical Thinking Test and scored in the 96th percentile

Experience

Designer, 01/2016 to Current

Apple Inc. – Las Vegas, NV

Started as a back-up designer for floral arrangements and gift baskets and had no experience. However, with very little training I was able to make quality arrangements without help or supervision. Less than 6 months later, I was able to be trusted to run the shop 2-3 days a week without a manager and took care of daily operations with pride.

Student Assistant, 07/2014 to Current

The New School – New York, NY

Cared for children ages birth-4 years old. Was able to remain calm in many stressful situations and help the children learn and grow into amazing young people. Easily trained on tasks and procedures and was quickly made a reliable and trustworthy team member.

Team Member, 07/2012 to 01/2016

Vinaigrette Salad Kitchen – Louisville, KY

I started by making drinks and worked my way up to a position of leadership where I trained new employees on everything from making drinks, cooking and assembling food, taking orders, working the cash register, cleaning dishes, preparing food, and closing and opening the store. I received three raises while I was there and was known as a very hardworking and quick learning team member.

Education

BBA: Operations and Supply Chain Management, 2018

East Tennessee State University - Johnson City, TN

3.79 GPA

On the Dean's List every semester

Top % of class

Minor in Finance

Minor in Marketing

Coursework in Business, Management and Communications

Operations and Quality Management coursework

Principles of Financial Accounting coursework