

# JESSICA CLAIRE

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## SUMMARY

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Hardworking worker with solid experience preparing work areas, organizing materials and safely operating equipment from an industrial kitchen to a farm equipment dealership, and even in a potato field. Manage facets of executing routine projects with the support of skilled workers. Always seeking ways to take on extra work and assist team members. Worked 8 years in agriculture. Skilled in forklift operations, equipment maintenance with high focus on quality and safety. Collaborates with team members to support operation with goal of increasing productivity and decreasing downtime and waste. Adaptable to any situation and work well under high stress situation.

## SKILLS

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- Multi-tasking and prioritization
- Empathetic and compassionate
- Equipment operation
- Team building
- First Aid/CPR
- Relationship development
- Organization

## EXPERIENCE

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04/2016 to Current **Cook**

**Heritage Operations Group** – Streator, IL

- Modified standard recipes to account for ingredient issues or customer requests, including allergen concerns.
- Set up and performed initial prep work for food items such as soups, sauces and salads.
- Sanitized food preparation areas, grills and equipment to avoid cross-contamination from raw items.
- Established and maintained open, collaborative relationships with kitchen team to maximize efficiency.
- Replenished food items from inventory and rotated ingredients to use oldest products first.
- Weighed, measured and mixed ingredients, following recipes to produce quality dishes.
- Maintained safe operations of food prep equipment to reduce complications and retain safety procedures.
- Grilled and deep fried various foods, including meats, potatoes and fish.
- Precooked garnishes such as bacon pieces for later use to top off fresh dishes.
- Developed processes to streamline food-preparation and presentation tasks, recommending changes as necessary to boost food-cost savings.
- Precooked certain items during slow periods to reduce wait times at lunch and dinner rush.
- Frosted and decorated cakes, cupcakes, doughnuts, sweet rolls, pastries and cookies.
- Garnished and arranged dishes into creative presentations.
- Collaborated closely with Kitchen Manager to participate in staff meetings and resolve service, product and personnel issues.
- Cultivated original menu items, precisely executing them to periodically refresh meal portfolio.
- Chopped, diced and sliced vegetables and fruit ahead of busy periods, including dinner rush.
- Enforced proper sanitation practices to prevent spoiling or contamination of foods.
- Trained, managed and guided kitchen staff to improve overall performance, service quality and productivity.
- Sanitized workstation at end of shift to minimize risk of salmonella and other food-borne illnesses.
- Regulated oven, broiler and roaster operations for cooking at correct temperatures.
- Developed new recipes based on knowledge of consumer tastes, ideal nutritional needs and budgetary considerations.
- Operated ovens, fryers and mixers safely to prevent kitchen accidents and machinery malfunction.

04/2014 to Current **Laborer**

**Albany-Dougherty County, Georgia** – Albany, NY

- Assisted distribution of tools, materials and equipment to skilled workers.
- Monitored team member work and assisted with accomplishing objectives.
- Operated overhead lifts to move heavy and bulky work materials.
- Identified project issues, notifying shop foreman to fast-track assistance and remediation efforts.
- Maintained clean, safe working environment by removing waste from job site prior to shift completion.
- Used picks and shovels to dig, spread and level dirt and gravel.
- Coordinated communication between equipment operators via two-way radios and hand signals.
- Trained in how to complete skilled job tasks such as detailing equipment and piloting oversize loads.
- Loaded and unloaded daily parts and equipment shipments, keeping products organized and secure to prevent damage and optimize handling.
- Maintained baseline safety knowledge to identify areas requiring improvement to meet code.
- Collected and removed debris from work sites to maintain team productivity and minimize safety hazards.
- Performed heavy labor such as ditch digging, paving and hauling.

09/2010 to 04/2015 **Agricultural Worker**

**Kimm Brother Inc.** – City, STATE

- Monitored team member work and assisted with accomplishing objectives.
- Assisted with potato harvest, including collecting, sorting and packing crops.
- Helped plant and tend to 440 acres of potato crop to consistently bring in high yields and quality products.
- Fed raw potato crops into semi-automated machines to separate usable and unusable parts.
- Removed roots, rocks and debris from field in preparation for planting.
- Picked fruits and vegetables on assigned plots and checked plants for signs of pest and disease.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.

## EDUCATION AND TRAINING

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12/2020

**Associate of Applied Science: Nursing**

**Helena College University of Montana** - Helena, MT