

# Jessica

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

<b>CAREER FOCUS</b>	<p>Compassionate social services professional seeking to obtain the Life Skills Specialist position. Dedicated to providing effective and supportive care while simultaneously furthering both personal and professional development. Active listener committed to working tirelessly with clients to resolve issues and thrive on their own terms.</p>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>Excellent interpersonal skills</li><li>Natural leader</li><li>Strong communicator</li><li>Experience with homeless and at-risk LGBTQ population</li><li>CPR Certified</li><li>Proficient use of Microsoft Word, Microsoft Excel</li><li>Familiar with most web browsers Chrome, Safari, Firefox etc.</li></ul>
<b>PROFESSIONAL VALUE OFFERED</b>	<ul style="list-style-type: none"><li>Developed a weekly YCH Poetry group for EOB/DMH clients. Providing a constructive outlet for them to express themselves in a supportive environment.</li><li>Since being added to the company van insurance, I have taken initiative to expose the youth to enriching experiences and assist with building a well-rounded lifestyle. Engaging as more active members in our community.</li></ul>
<b>EXPERIENCE</b>	<p><b>YOUTH ADVOCATE</b> <span style="float: right;">01/2016 to CURRENT</span></p> <p><b>Salvation Army USA   Trenton, MI</b></p> <ul style="list-style-type: none"><li>Assist clients on how to deal effectively with personal interpersonal issues.</li><li>Supervise and coordinate clients in participation and upkeep of shelter.</li><li>Facilitate nightly groups and engage with clients building a healthy relationship.</li></ul> <p><b>SALES SPECIALIST</b> <span style="float: right;">07/2015 to 10/2015</span></p> <p><b>Benchmark Senior Living   Billerica, MA</b></p> <ul style="list-style-type: none"><li>Facilitated home dcor consultations with customers specialty window and floor installations.</li><li>Scheduled installation appointments, provided customer service and processed orders.</li></ul> <p><b>VIDEO PRODUCTION ASSISTANT</b> <span style="float: right;">09/2014 to 11/2015</span></p> <p><b>Dartmouth College   Hanover, NH</b></p> <ul style="list-style-type: none"><li>Collaborated with fellow crew on productions of CSUN intercollegiate athletic games. Operated graphics, switchboard and camera etc.</li><li>Served as Production Lead for Women's Volleyball; created promo videos and web content.</li></ul> <p><b>CONFERENCE ASSISTANT</b> <span style="float: right;">04/2014 to 07/2014</span></p> <p><b>Badger Meter Inc   Alabama, NY</b></p> <ul style="list-style-type: none"><li>Managed international conference groups of 200 guests; Established correspondence with international conference group leaders and thorough prep work prior to arrival.</li><li>Responsible for checking in and out groups, confirming reservations and keeping up to date client data as well as day to day front desk operations in the office.</li></ul> <p><b>CUSTOMER SERVICE REPRESENTATIVE</b> <span style="float: right;">08/2012 to 05/2013</span></p> <p><b>Peachtree Inn   City, STATE</b></p> <ul style="list-style-type: none"><li>Screened applicants for apartment rentals; performed background checks. Processed payments and scan documents.</li><li>Worked in a high stress environment and provided service to substance abused, mentally ill clients.</li><li>Led tours, oversaw facility operations and managed 400 residents.</li></ul>
<b>EDUCATION</b>	<p><b>Bachelor of Arts</b>   Cinema Television Arts <span style="float: right;">2015</span></p> <p><b>California State University Northridge</b>, Northridge, CA</p> <p>HuQanities and Fine Art <span style="float: right;">2012</span></p> <p><b>Grossmont Community College</b>, El Cajon, CA</p>