

JESSICA CLAIRE

 resumesample@example.com
 (555) 432-1000
 100 Montgomery St. 10th Floor

SUMMARY

Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking opportunities to expand skills while facilitating company growth.

SKILLS

- Safety regulations
- Staff management
- Issue resolution
- Customer relationship management
- Client rapport
- Continuous Improvement
- Strategic Planning
- Reports and documentation

EDUCATION AND TRAINING

La Cuesta High School
Santa Barbara, CA • 06/2002
High School Diploma

Pima Medical Institute
Las Vegas, NV

Pima Medical Institute
Las Vegas, NV • 10/2008

CMA (Certified Medical Assistant): Medical Assistant

EXPERIENCE

Iqvia Holdings Inc - Consultant
Louisville, KY • 09/2020 - Current

- Laid out consulting services governing orders, activities, schedules and employee performance.
- Documented research findings and prepared polished reports highlighting results and potential improvement strategies.
- Reviewed diverse organizational problems to assess concerns with areas such as workflows, communication and cost controls.
- Met with clients and discussed the scope of the project to ascertain how long it would take and what resources would be needed.

Lincoln Electric Holdings - Cleaning Service
Cleveland, OH • 01/2018 - Current

- Responded to emergency cleaning requests to meet client expectations.
- Kept bathrooms in clean, functional condition by scrubbing stalls, cleaning toilets and tidying storage shelves.
- Sanitized frequented areas and equipment using approved supplies.
- Collected trash from floors within hallways, bathrooms and work areas.
- Vacuumed carpeted areas and mopped solid surfaces with proper chemical solutions.
- Maintained safety protocols through safe handling of equipment and chemicals.

Tool Of North America - Production Assistant
City, STATE • 01/2008 - 09/2016

- Greeted customers, answered questions and recommended specials, wine and desserts to increase profits.
- Collaborated with host, bus person and cook to serve up food and beverage options.
- Maximized beverage sales by suggesting appropriate food and drink pairings to suit unique customer preferences.
- Pitched in to help crews with building sets and identified problems that could have resulted in possible safety issues.
- Coordinated production requirements with material handling and staffing functions.
- Supervised schedules, met deadlines and coordinated with staff members in support of production department.
- Maintained meticulous organization of filming areas by removing debris and sweeping floors.
- Helped director with planning and completing shots.
- Completed wide range of production support tasks over multiple filming areas.
- Simultaneously managed wardrobe, hair and makeup requirements for multiple actors.
- Managed areas of manufacturing, safety, inventory control and process implementation.
- Talked with other crew members via walkie talkies.
- Set up and tended equipment with machine operators to complete runs.