

JESSICA CLAIRE

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Professional Summary

To obtain a full time position where educational background, professional experience, management skills, and training experience can assist in the success of the organization and advancement opportunities. In addition, I'm a hard worker, motivated and enthusiastic.

Accomplishments

- Supervised team of 4 staff members to clean up 700 pounds trash for Charleston water keeper.
- + Type and edit your text

Skills

- Loading and unloading
- Materials management
- Order picking and processing
- *Management*
- *Data Entry*
- *Database Management*
- *Documentation*
- *Training*
- *Implementation*
- *Excel-Advance*
- *PowerPoint-Advance*
- *Word-Advance*
- *Inventory Management*
- *Microsoft Office*
- *Customer Service*
- *Administrative*
- *People-oriented*
- *Sensitive*
- *Classroom Management*
- *Outdoor Activities*
- *Organized*
- Customer and Personal Service
- Time Management
- Management of Personnel Resources
- Strong Written and Organization Skills
- Great Multitasking Skills
- Accurate, Efficient and Detail Oriented
- Data Entry(75 WPM)
- Strong Interpersonal Skills
- Multi Line Phone System
- Capable Of Analyzing and Organizing All Types Of Information
- Telephone Reception

Work History

Aviation Resources Manager , 05/2018 to Current

The Sunshine House Early Learning Academy – Lilburn, GA

- Utilized Aviation Resource Management System (ARMS)
- Maintained the security of classified documents and knowledgeable of security regulations in handling files and arranging the destruction and transfer of materials to the records holding area.
- Designed, established, and sustained numerous computerized systems to control records.
- Maintained Pope's largest Communication Security (COMSEC) account \$50K with zero errors on inventory.
- Interpreted public law, planned, organized, and directed aircrew and parachutist resource activities.
- Validated that aircrew members have met daily aircraft safety and physical requirements before authorizing them to proceed to their assigned aircraft.
- Monitored an 8 million dollar flying hour program, closing out the fiscal year with zero errors.

Preschool Teacher's Assistant, 10/2017 to 10/2018

Kroger – Greeley, CO

- Communicated with parents to inform about child's progress and classroom behavior.
- Prepared for lessons by gathering educational materials and setting up equipment.
- Maintained well-controlled classrooms by clearly outlining standards and reinforcing positive behaviors.
- Promoted physical, academic and social development by implementing diverse classroom and outside activities.
- Maintained classrooms by disinfecting and sterilizing surfaces and toys.
- Promoted language development skills through reading and storytelling.
- Assisted the lead teacher with snack time, arts and crafts and putting the children down for naps.
- Organized small groups of children while transitioning to and from outdoor play.
- Administered medication and minor first aid to sick and injured students.
- Offered parents detailed daily reports that outlined their child's day.
- Maintained daily records of children's individual activities, behaviors, meals, and naps.
- Maintained a child-friendly environment by allowing frequent access to outdoor activities.
- Addressed behavioral and learning issues with parents and daycare management staff.

Service Deli Clerk, 06/2017 to 03/2018

QuickChek – City, STATE

- Cleaned and sanitized dishes and utensils, consistently keeping adequate supplies on hand for expected customer loads.
- Promoted new or high-value food items by creating attractive displays in cases and other customer-facing areas.
- Listened to customer requests and suggested additional menu items as appropriate to upsell products.
- Opened new inventory and rotated stock by dates to maintain freshness.
- Listened carefully to customer instructions and prepared orders according to those preferences.
- Made food according to standard recipes with requested changes for customer satisfaction.
- Maintained clean, trash-free workspaces to maximize productivity and safety.
- Carry food supplies, equipment, and utensils to and from storage and work areas.
- Mix or blend ingredients, according to recipes, using a paddle or an agitator, or by controlling vats that heat and mix ingredients.
- Set up, operate, and tend equipment that cooks, mixes, blends, or processes ingredients in the manufacturing of food products, according to formulas or recipes.
- Responsible for the preparation of deli departments, such as made to order sandwiches and premade items. As well as responsible for the preparation of bakery department.
- Record production and test data for each food product batch, such as the ingredients used, temperature, test results, and time cycle.
- Precook items such as bacon, to prepare them for later use.
- portioning out meats, cheeses, toppings(olives,pickles etc)
- Read food order slips or receive verbal instructions as to food required by patron, and prepare and cook food according to instructions.

Education

High School Diploma: 06/2012

Ewing High School - Ewing, NE

Child Care: 10/2017

Mercer County Community College - Trenton, NJ