

# JESSICA CLAIRE

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📍 100 Montgomery St. 10th  
Floor

## SKILLS

- Research proficiency
- AP style understanding
- Social media management
- Organization
- Customer service
- Critical thinking
- Analytical
- Data management

## EDUCATION AND TRAINING

**Bay Path University**  
Longmeadow, MA • 06/2021

**Master of Science:**  
Communications, Information  
Management

**Bay Path University**  
Longmeadow, MA • 05/2019

**Bachelor of Arts:** Liberal Studies

- Dean's List Honoree [Semester and Year]
- Honor Roll [Semester and Year]
- Summa cum laude graduate

## SUMMARY

Dedicated Communications Specialist with [Number] years of experience covering external and internal communications. Known for exceptional organization and prioritization skills to manage multiple, concurrent projects. Eloquent writer with track record of creating consistently engaging content.

## EXPERIENCE

**Brown University - Digital Communications Specialist**  
Providence, RI • 10/2021 - Current

- Maintained professionalism and efficiency while working closely with leadership.
- Juggled multiple projects and tasks to ensure high quality and timely delivery.
- Prioritized and organized tasks to efficiently accomplish service goals.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.

**Conduent Incorporated - Information Management Specialist**  
Carol Stream, IL • 10/2021 - Current

- Oversaw [Type] projects, including requirements analysis, milestone management and stakeholder relations.
- Analyzed and evaluated architectural [Type] needs to improve strategies and determine overall costs.

**Common Spirit - Family Advocate**  
Mesa, AZ • 09/1996 - Current

- Utilized task prioritization and data organization skills to effectively manage large caseload.
- Informed victims about legal processes and timelines.
- Partnered with families and provided resources to build growth that promoted better self-reliance.
- Reviewed and analyzed violent crime reports to identify crime trends.
- Served as liaison between students, homes, schools, family services, child guidance clinics, courts, protective services, doctors and other contacts to help children facing problems such as disabilities, abuse or poverty.
- Facilitated parental workshops and classes to provide support to children in achieving school and academic success.

**Sweet Designs Silk Floral - Floral Designer/Owner/Operator**  
City, STATE • 10/1991 - 10/2003

- Prepared and processed floral orders to customer specifications via phone or resulting from in-store consultations.
- Communicated clearly and effectively with customers to determine type of arrangement desired, occasion and date, time and location for each arrangement needed.
- Exceeded customer satisfaction by finding creative solutions to problems.
- Cut, arranged and produced flower bouquets and potted perennial plants according to customer specifications.