

# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

My first job and current job is being a cashier. I first started out at Target when I was 16 years old and from there have worked there ever since. I have learned a lot from this job from communication skills and learning how to connect with people in a short amount of time. I also learned how to work a cash register and handle money. This job has also helped me with my communication skills and being more open as a person. Then in the summer of 2019 is when I decided I needed something new job wise so I worked for the HOTV YMCA as an assistant child care teacher. I worked with children at Tanner Elementary school and played with children ages 4-12 years old. I went on field trips with the children and also went swimming with them at the YMCA on swimming and gymnastics day. I helped prepare morning and afternoon snack and also helped apply sunscreen to the little's when we were to go outdoors. When fall of 2020 came around I moved to Green Bay for college and began working at KinderCare as an assistant child care teacher for the toddler B classroom. Here, I work with toddlers and help them with emotional, physical, and social development through play, activities, and by learning outdoors. We do lots of fun activities each month based on our theme for the month. Overall I love working with children and plan on working with children when I obtain a full time career after graduating college.

## SKILLS

- Child development
- Emotional development
- Customer service
- Activity Planning
- Communications
- Organization
- Relationship Development
- First Aid/CPR
- Supervision
- Honesty
- Caring
- Respectful
- Teamwork
- Persistence
- Creativity
- Active Learner
- Flexible

## EDUCATION

Kaukauna High School  
Kaukauna  
*High School Diploma*

University of Wisconsin- Green Bay  
Child Life Specialist

## CERTIFICATIONS

- First Aid/CPR Certified

## WORK HISTORY

### Bright Horizons - Checkout Advocate

Bellevue, WA • 04/2020 - Current

- Operated cash register for cash, check and credit card transactions.
- Helped customers complete purchases, locate items and join reward programs to promote loyalty, satisfaction and sales numbers.
- Checked prices for customers and processed items sold by scanning barcodes.
- Counted cash in register drawer at beginning and end of shift.
- Checked identification for proof-of-age and refusing alcohol and tobacco sales to underage customers.
- Assisted customers by answering questions and fulfilling requests.
- Answered questions about store policies and concerns to support positive customer experiences.
- Checked bills with counterfeit pens and examined coins to spot and refuse foreign currency.
- Promoted customer loyalty and consistent sales by delivering friendly service and knowledgeable assistance.
- Educated customers on promotions to enhance sales.
- Used cash registers and POS systems to request and record customer orders and compute bills.
- Assisted customers with special services, account updates and promotional options.

### Bright Horizons - Child Care Teacher

Denver, CO • 10/2019 - Current

- Applied play-based strategies, including crafts and games, to provide diverse approaches to learning.
- Maintained well-controlled classrooms by clearly outlining standards and reinforcing positive behaviors.
- Increased student satisfaction by frequently communicating with students about needs and adapting lessons to interests and classroom progress.
- Consulted with parents to build and maintain positive support networks and support continuing education strategies.
- Promoted physical, academic and social development by implementing diverse classroom and outside activities.
- Observed children to identify individuals in need of additional support and developed strategies to improve assistance.
- Promoted sensory development by providing access to different textures.
- Educated students in foundational concepts such as shapes, numbers and letters.
- Worked with teaching staff to evaluate individual progress and recommend appropriate learning plans.
- Resolved conflicts and negotiated mutually beneficial agreements between parties.
- Maintained excellent attendance record, consistently arriving to work on time.

### HOTV YMCA - Child Care Teacher

City, STATE • 06/2019 - 08/2020

- Applied play-based strategies, including crafts and games, to provide diverse approaches to learning.
- Maintained well-controlled classrooms by clearly outlining standards and reinforcing positive behaviors.
- Increased student satisfaction by frequently communicating with students about needs and adapting lessons to interests and classroom progress.
- Consulted with parents to build and maintain positive support networks and support continuing education strategies.
- Observed children to identify individuals in need of additional support and developed strategies to improve assistance.
- Promoted sensory development by providing access to different textures.
- Educated students in foundational concepts such as shapes, numbers and letters.
- Worked with teaching staff to evaluate individual progress and recommend appropriate learning plans.
- Maintained excellent attendance record, consistently arriving to work on time.

### Target - Checkout Advocate

City, STATE • 11/2016 - 12/2019

- Operated cash register for cash, check and credit card transactions.
- Helped customers complete purchases, locate items and join reward programs to promote loyalty, satisfaction and sales numbers.
- Checked prices for customers and processed items sold by scanning barcodes.
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