

JESSICA CLAIRE

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☎ (555) 432-1000

📍 Montgomery Street, San
Francisco, CA 94105

PROFESSIONAL SUMMARY

Decorated military professional transitioning from the United States Navy to a career in law enforcement. Highly motivated to leverage 4 years of achievements and field training experience to provide dedicated service as a Police Officer.

SKILLS

- Effective team leader
- Valid California driver's license
- HAZMAT handling
- Equipment maintenance
- Trained in emergency response
- Firearms safety training
- CPR certified
- Confidential Security Clearance
- Forklift operator
- Trained in security
- Organized
- Critical thinking
- First Aid certified

EDUCATION

Wyotech
West Sacramento, CA • 2010

Associate of Arts: Accounting &
Business Management Business
Administration Marketing and
Advertising

- Associate's Degree
- Coursework in Business,
Management and
Communications
- Coursework includes: Speech
and Communication, Sociology
and Psychology
- Automotive Collision and Repair
Certificate

ACCOMPLISHMENTS

- Received Global War on Terrorism Service Medal.
- Maintained 100% accountability of a large section of equipment worth over \$3,000,000 during multiple overseas deployments.

WORK HISTORY

Alex And Ani - AVIATION BOATSWAIN'S MATE EQUIPMENT
Pittsburgh, PA • 2013 - Current

- Performed administrative duties including data entry, payroll, and travel claims for military personnel.
- Rewarded with several ribbons during tour of duty.
- Operates and maintains hydraulic and steam catapults, barricades, and arresting gear; operates catapult launch, retract panels, consoles firing panels, water brakes, chronographs, blast deflectors, and cooling panels; inspects and conducts dynamic testing of cables, fittings, and wire rope socket; supervises and advises personnel; and manages inventory and supplies.

Travelzoo Inc. - Key Holder
Los Angeles, CA • 05/2012 - 05/2013

- Helped customers select products that best fit their personal needs.
- Priced merchandise, stocked shelves and took inventory of supplies.
- Trained 6 new sales associates each quarter.

SKECHERS Retail - Sales Associate
City, STATE • 04/2012 - 05/2013

- Expected to engage customers and provide excellent customer service in order to meet or exceed assigned sales plans and target metric objectives within the assigned store.
- Welcomed customers into the store and helped them locate items.
- Shared best practices for sales and customer service with other team members to help improve the store's efficiency.