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# JESSICA CLAIRE

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## EXPERIENCE

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**Caregiver**, 06/2020 - Current

**Belle Reve Senior Living** – Milford, PA

- Planned and prepared nutritious meals and snacks to meet special diet requirements.
- Oversaw and planned schedules by coordinating doctor appointments, exercise routines, and errands.
- Fostered independence in clients while closely monitoring safety at all times.

**Production Manager**, 12/2017 - 05/2020

**Pac Worldwide** – Cincinnati, OH

- Managed and supervised daily activities of three team members to verify fulfillment of customer orders and adherence to general warehouse operations. Delegated tasks to my team and monitored accurate and timely completion of tasks to meet project milestones. Reviewed individual employee performance on a weekly basis to correct issues and enhance productivity. Recruited and hired qualified candidates to fill open positions.
- Maintained top-notch quality control standards and eliminated downtime to maximize revenue.
- Monitored equipment, checked supplies and coordinated manpower to meet expected demand. Reported on production equipment on a daily basis to keep the Operations Manager informed of parts produced, downtime minutes and any quality concerns.

**Agricultural Worker**, 07/2016 - 12/2017

**Pac Worldwide** – Middletown, OH

- Planted and watered seeds using hand watering and irrigation systems.
- Mulched and fertilized crops to improve yield.
- Prioritized and organized tasks to efficiently accomplish service goals.
- Assisted with hemp harvest, including collecting, sorting and packing crops.

**Production Manager**, 08/2015 - 07/2016

**Sisters Of The Valley Hemp Company** – City, STATE

- Contributed to new plant startup and implementation of processes for manufacturing, shipping and receiving and inventory management.
- Achieved on-budget performance and production targets through effective management of teams and resources.
- Led, designed and implemented training programs and initiatives that contributed to significant increase in productivity.
- Prioritized and prepared production schedules and communicated production goals to team members.

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## SUMMARY

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Talented Production Worker offering five years of experience in warehouse and food production environments. Focused on being productive and safety-minded at all times. Proven provider of low-risk, effective food production, packing, and warehousing services. Hardworking and reliable worker with strong sense of big picture operations. Offering quality, speed, and a great attitude.

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## SKILLS

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| • Continuous improvement processes | • Safety management |
| • Workforce training               | • Pallet jacks      |
| • Production oversight             | • Labeling machine  |
| • Maintenance planning             | • Food safety       |

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## EDUCATION AND TRAINING

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Business Management

**Clark College** - Vancouver, WA