

Jessica Claire

100 Montgomery St. 10th Floor • (555) 432-1000 • resumesample@example.com

Summary

Motivated professional offering nationally recognized professional in domestic violence. Adds value to any organization in need of great collaboration, interpersonal, and multitasking abilities. Meets tight deadlines every time.

Skills

- Court procedures
- Problem resolution

Experience

Legal Advocate, 02/2021 to Current

Kind Inc – El Paso, TX

- Attended hearings with victims to provide emotional support.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Prioritized and organized tasks to efficiently accomplish service goals.
- Juggled multiple projects and tasks to ensure high quality and timely delivery.
- Demonstrated leadership by making improvements to work processes and helping to train others.
- Provided excellent service and attention to customers when face-to-face or through phone conversations.

Co Founder/Executive Director, 10/2019 to 10/2020

Providence Health & Services – Mount Hood, OR

- Led startup and opening of business and provided business development, creation of operational procedures and workflow planning.
- Cultivated and maintained industry relationships and customer partnerships to capitalize on opportunities and maximize business success.
- Maintained up-to-date knowledge of all statutory requirements and regulations.
- Negotiated key initial contracts and established plans to formalize structure and support growth.
- Devised organizational vision, mission and foundational structure to facilitate early growth.
- Promoted company public profile by delivering speeches, writing articles and presenting at industry conferences as public face of organization.
- Directed hiring and training of new department managers to drive organizational improvements.
- Organized and oversaw capital improvement projects to maintain business viability.
- Championed multifaceted approach to diversify operations and maintain stability in volatile marketplace.
- Developed clear mission, vision and culture for company as foundation for growth, branding and development of employee culture.
- Raised \$500,000 in funding from corporate and individual investors and proficiently managed funds to seed initial development and operational funding.
- Communicated with industry partners to build valuable relationships and achieve operational targets.

Executive Director, 05/2009 to 07/2018

Family Violence Prevention, Inc. – City, STATE

- Shared mission of organization with public through successful community outreach and marketing strategies.
- Planned and implemented strategies to increase funding through various approaches.
- Cultivated and maintained industry relationships and customer partnerships to capitalize on opportunities and maximize business success.
- Improved training to reduce knowledge gaps and eliminate performance roadblocks.
- Strengthened company business by leading implementation of new projects and procedures.
- Recruited, hired and trained employees on operations and performance expectations.
- Balanced organizational and employee needs when developing fair and equitable human resources policies.
- Promoted company public profile by delivering speeches, writing articles and presenting at industry conferences as public face of organization.
- Organized and oversaw capital improvement projects to maintain business viability.
- Prepared and updated office records, spreadsheets and presentations to support executive needs and enhance office productivity.
- Set and implemented ambitious objectives and strategic growth plans.
- Developed and executed business strategies to achieve short and long-term revenue objectives.
- Estimated materials and labor requirements to complete jobs within budgetary and timeline requirements.
- Established clear and effective policies for standardization across different areas of operations.
- Opened, sorted and responded to routine correspondence on behalf of business leaders to facilitate communication and streamline processes.
- Reported to and communicated with board of directors to guide intentions and address problems.
- Fostered and maintained positive, trusting relationships with local business partners and authorities.
- Established contact with new markets by traveling to conventions and setting up meetings.
- Conceived, prepared and launched special projects to support The Taylor House Domestic Violence Shelter for Men, first registered program specifically for male victims program.
- Determined appropriate budgets and administered expenditures.

Education and Training

Associate of Arts: General Education, 05/2009

University of Arkansas Community College-Batesville - Batesville, AR

Accomplishments

- Consistently maintained high customer satisfaction ratings.