



# JESSICA CLAIRE

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## SKILLS

- Operations Support
- Shipment Optimization
- Heavy Equipment Operation
- Delivery Scheduling
- Picking and Packing
- Inventory Management
- Heavy Lifting
- Health and Safety
- Forklift Operation
- Shipping and Receiving
- Creative Solutions
- Critical Thinking
- Records Accuracy
- Advanced Excel Spreadsheet Functions
- Verifying Data Accuracy
- Word Processing

## EDUCATION

Crescenta Valley High School  
La Crescenta, CA • 06/2004  
*High School Diploma*

## PROFESSIONAL SUMMARY

Team-oriented Warehouse professional accustomed to streamlining shipping and receiving processes to increase overall efficiency. Industrious and dedicated with talents in team leadership and motivation. Energetic individual equipped to work hard in fast-paced, constantly changing environments.

Proven skills in supporting warehouse operations by keeping accurate records and checking shipments. Detail-oriented in evaluating products, processing paperwork and coordinating movements around warehouse locations. Familiar with operating equipment and staying on top of maintenance demands.

Knowledgeable Computer Operator effective at setting controls and running specific daily tasks. Collaborative and communicative with proven history of quickly fixing minor issues and helping resolve more advanced problems. Meticulous in data management procedures.

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

## WORK HISTORY

**General Dynamics - Warehouse Management**  
*San Francisco, CA • 04/2008 - Current*

- Loaded, unloaded and moved material to and from storage and production areas.
- Wrapped pallets in shrink wrap prior to loading.
- Operated pallet jacks and material moving equipment to receive and transport items from various warehouse locations.
- Consistently lifted materials weighing as much as 75 pounds.
- Checked packages and merchandise for damage and notified vendors.
- Cleaned and maintained warehouse in compliance with OSHA safety standards.
- Labeled and accurately moved customer orders to meet shipment timetables and minimize errors.
- Inspected work areas for cleanliness and obstacles and removed cartons and boxes to keep work areas organized and hazard-free.
- Performed general housekeeping and cleaning tasks.
- Alternated goods in inventory by observing first-in and first-out approach to keep shelves organized and properly stocked.
- Used hand-held devices and computers to record and monitor inventory levels and completed audits to uncover and address inaccuracies.
- Placed incoming inventory in optimal storage locations to promote continued accuracy and easy retrieval.
- Moved products using overhead cranes, forklifts and other equipment, consistently meeting challenging performance goals.
- Measured dimensions of finished pieces for conformance to specifications.
- Maintained strong vendor connections by arranging pricing and delivery structures and managing specific shipment or paperwork concerns.

**Smartfinancial, Inc. - Bank Teller**  
*Chattanooga, TN • 02/2006 - 03/2007*

- Built and strengthened customer relationships by leveraging excellent interpersonal and communication skills.
- Reconciled cash drawer and resolved discrepancies.
- Counted and packaged currency and coins.
- Completed highly accurate, high-volume money counts via both manual and machine-driven approaches.
- Provided customer records, account statements and copies of checks.
- Sold and cross-sold bank products to new and existing customers.
- Turned in excess cash to maintain drawer security.
- Answered customer inquiries regarding account balances, transaction history, services charges and interest rates.
- Processed customer transactions promptly, minimizing wait times.
- Educated customers on use of banking website and mobile apps.

**Leslie's Pool Supplies (DbA) - Restaurant Waiter**  
*Clarksville, IN • 01/2005 - 01/2006*

- Quickly reset and cleaned up tables after customers left to enable speedy turnaround and guest flow.
- Cultivated warm relationships with regular customers.
- Arranged and prepared tables for customers to offer memorable experiences to guests and foster repeat business.
- Explained menu items and suggested appropriate options for food allergy concerns.
- Bussed and reset tables to keep dining room and work areas clean.
- Worked with POS system to place orders, manage bills and handle complimentary items.
- Upsold high-profit items such as appetizers and mixed drinks to enhance sales numbers.
- Used slow periods to restock supplies, ice, trays and delivery bags.
- Kept register accurate through correct billing, payment processing and cash management practices.
- Checked identification for minimum age for sale of alcoholic beverages.
- Applied comprehensive knowledge of wine, cider and beer to increase daily beverage sales.
- Displayed enthusiasm and promoted excellent service to customers, successfully increasing referrals and walk-in business.
- Shared knowledge of menu items and flavors, enabling customers to make personal decisions based on taste and interest.
- Collected payment for food and drinks served, balanced cash receipts and maintained accurate cash drawer.

**Double Zero - Packaging Associate**  
*City, STATE • 02/2003 - 12/2005*

- Labeled, recorded and inspected packaging to prepare for shipment or storage.
- Prepared orders for shipment by inserting associated paperwork, tagging boxes and scanning barcodes to upload package data to tracking system.
- Performed packaging tasks alongside team to demonstrate proper methods according to labor plan and assigned tasks.
- Moved packages to loading area using lift equipment and conveyor systems.
- Supported new employees with training in proper stripping, packaging, inventory management and cleaning.