

# JESSICA CLAIRE

 resumesample@example.com  
 (555) 432-1000  
 Montgomery Street, San Francisco, CA 94105

## PROFESSIONAL SUMMARY

Tech-savvy Software Testing Engineer with established test case creation and execution talents. Skilled at analyzing logs, generating thorough reports and identifying any failures. Comprehensive experience in both manual and automated testing with a great understanding of the software development process. Superb consultancy and communication skills.  
Hard-working Site Manager with 11 years of experience. Educated in OSHA safety requirements and experienced with leading team of over 40+ workers. Proficient in carpentry, flooring installation, framing, cabinetry, painting and forklift operation.

## SKILLS

- Compatibility testing
- Application testing
- Load and stress testing
- Test plan creation
- Project Scheduling
- Construction management
- Change orders understanding
- RFI coordination
- Research
- Customer Service
- Time management
- Quality Assurance
- Documentation
- Blueprints and schematics
- Effective communication
- Safety and compliance
- MS Office

## EDUCATION

Valencia College  
Orlando, FL • 08/2016

**Bachelor of Science:** Information Technology

## WORK HISTORY

**Conduent Incorporated - Software Testing Engineer**  
Buffalo, NY • 02/2016 - 03/2020

- Created accurate and efficient test scripts in Visual Studios with Telerik to manage automated testing of certain products and features.
- Conducted regression testing, analyzed results and submitted observations to development team.
- Collaborated with developers and product owners to stay current on product features and intended functionality.
- Wrote and optimized test cases to maximize success of manual software testing with consistent, thorough approaches.
- Designed testing scenarios for usability testing.
- Carried out tests to identify, report and repair issues such as bugs and glitches.
- Tested, verified and completed up to 30+ test cases daily.
- Coordinated work with various teams to solve problems and improve efficiency for software testing and automation.
- Reviewed requirements and specifications to understand software design standards.
- Wrote and reviewed technical documentation including manuals, brochures and online resources for accuracy and completeness.
- Gathered data on integration issues and vulnerabilities and reported all findings, including improvement recommendations.

**Boldt Co - Senior Floor Tech**  
Rochester, MN • 05/2013 - 02/2016

- Carefully read blueprints, sketches and technical drawings to inform comprehensive understanding of project scope and specifications.
- Kept team members safe and job sites free of hazards by maintaining good organizational skills at all stages.
- Organized project work by reading blueprints and assessing job specifications to determine optimal plans.
- Calculated dimensions and amount of needed materials by accurately measuring job site and structures.
- Completed independent or team installations of building structures, including trim, flooring and cabinetry.
- Placed building paper over subflooring to protect final flooring material from water damage.
- Inspected job site location to evaluate for code violations and coordinated necessary maintenance or repairs.
- Met with clients to set out project goals, scope and requirements and drafted blueprints for review and final approval.
- Used Floor Planner software to build and design a virtual layout of the job site.

**Uncommon Schools - Project Engineer**  
Troy, NY • 06/2008 - 04/2013

- Completed daily construction tasks while providing safe working conditions, staying on budget and meeting project deadlines.
- Collaborated with management, technical crew members and fellow supervisors to organize efficient site operations and achieve demanding schedule targets.
- Evaluated change order requests in response to out-of-scope work activities and developing field conditions.
- Analyzed blueprints and delivered concise instructions to technical team to maintain quality control.
- Answered questions for customers about various aspects of job completion, schedule and specifications.
- Assisted with quality inspections and document editing.
- Double-checked documentation and work orders.
- Monitored installation of materials and equipment for compliance with drawings and specifications.
- Liaised with company executives and project managers to acquire resources to move projects forward.

**CED Construction - Assistant Superintendent**  
City, STATE • 08/2005 - 06/2008

- Maintained strong working knowledge of all aspects related to Multi-family homes.
- Supervised staff by checking work against project expectations.
- Monitored safety compliance to maintain strict standards and protect team members from harm.
- Supervised daily operations, including employee performance, preventive maintenance and safety.
- Procured pricing information from various vendors to support cost-effective purchasing.
- Reviewed technical documentation to complete equipment maintenance and repair.
- Monitored priorities and liaised between maintenance team and management, strategically delegating tasks to promote timely completion.
- Completed the OSHA 10 hour course.
- Attended 4+ on-site meetings with subcontractors and clients per month.
- Interacted with employees to demonstrate high standards and mitigate issues effectively.
- Collaborated with management, technical crew members and fellow supervisors to organize efficient site operations and achieve demanding schedule targets.