

# Jessica Claire

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## SUMMARY

MIS consult enthusiast with 3 years of customer service experience. Passion for video editing, sustainability, and law. Unite with action! Be passionate about efficiency and impact in our community. I believe that through critical thinking and teamwork, anything can be accomplished in the best viable way. To obtain the goal of impact, everyone must be aware of the effect of our decisions on the analytics and economics of the situation as well as being conservation and community-minded throughout. Accomplishments Planning, designing, and executing as large-scale non-profit project for a community elementary school through leadership and design excellence. I led a group of 30 volunteers to blueprint and construct a seating area for a local elementary school that would have maximum impact. I gained management experience and learned through communication tactics with large groups with over 100 hours put into this project.

## SKILLS

- Notable Achievements
  - Scouts BSA Eagle Rank Scout
  - Knowledgeable with French language translation
  - Public Speaking Experience
  - Skills
  - Teaching
  - Excel Computation Expertise
- R-Studio Design and Programming
  - Non-Profit Volunteer Group Management
  - Non-Profit Consulting and Critical Solution Work
  - Constructional Blueprinting and Design
  - Video Editing and Expertise with Adobe Premier Pro
  - Issue Reporting
  - Teamwork and Collaboration

## EXPERIENCE

**SERVICE ADVOCATE/FRONT** 06/2020 to CURRENT

**Puc National | Sylmar, CA**

- Collaborated with corporate Director of Operations, regional GM, and Shift Leads to pinpoint opportunities for streamlined processes
- Provided quick information and accurate assistance/information to those in need; found opportunities to help above and beyond
- Trained in areas separate from my hired discipline to better help the overall store dynamic
- Analyzed customers' issues and complaints and initiated corrective actions
- Greeted each customer and solved all issues and complaints via face-to-face, through email or on phone.

**ONLINE MATHEMATICS TUTOR** 07/2021 to 04/2022

**Anoka-Ramsey Community College | City, STATE**

- Provide 1:1 direct instruction to the students that require extra help to learn successfully Be able to communicate effectively with all age groups and find success in that
- Listen, be attentive, and contribute to training courses and the overall dynamic of the area
- Be flexible and supportive of students' choices, schedules, and during sessions to provide the best help possible
- Administered feedback to students using positive reinforcement techniques to encourage and build confidence
- Designed and developed forward-thinking systems that meet user needs and improve productivity.

**TEACHER'S ASSISTANT** 05/2017 to 06/2019

**North Suburban Summer Academy | City, STATE**

- Collaborated with general education teachers and speech pathologists to provide differentiated instruction and classroom accommodations/modifications
- Communicated to the head teacher effectively with any needs or issues with students or other assistants
- Provided 1:1 support for students in grades 4-6 with learning disabilities and other different abilities
- Establish clear learning objectives for over 150 students in three years
- Teach techniques for physical science, so students can continue learning at home
- Kept classrooms clean, neat, and properly sanitized for student health and classroom efficiency.

## EDUCATION AND TRAINING

**Bachelor of Science Management | Information Systems (MIS** 05/2025

**Anoka-Ramsey Community College, Coon Rapids, IA**

**Coursework: Economics (Macro and Micro), Financial Accounting, and Calculus I** 05/2025

**High School Diploma** 01/2022

**Centennial High School, Blaine, MN**

Academic Honors Centennial Area Scholarship Recipient- Overall Character Award, Completed AP coursework in Human Geography, Global History, Biology, and Psychology, GPA: 1, GPA: 4.0, Ranked in Top 10% of class [Only Decile Ranking Provided] Centennial Honors Society Member Extracurricular Activities: Speech Team, Woodwind Choir, Cross Country, One Act, Musical, and Play

**Bachelor of Science Management | Information Systems**

**University of Minnesota, Twin Cities Minneapolis, MN**

**Statistics in R & Excel Documentation Professional Development: Law Basics and Case Study**

**Buuck**

Family Scholarship Recipient

## ACTIVITIES AND HONORS

Obtained skills using R Studio, Excel, and Python 4.0 GPA Research Project: A Transportation Pandemic, Public transportation would be the most efficient way to travel with the least number of drawbacks. This new form of transportation would help significantly connect the world in the ever-expanding development that is society; here, everyone will be more prepared if a dire situation demands. Electric transport also presents itself in a very sustainable way by contributing very little to global warming and the current environmental crisis. By reducing the chemicals in the air, people are healthier as well. Not only is this form of transport saving peoples' lives by reducing on-road traffic but also their monetary income as much of the population can lead more fulfilling and happier lives that benefit society.