

JESSICA CLAIRE

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years of extensive experience in

about quality and customer care. Outstanding, resourceful and prepared for all situations. Entrepreneurial leadership style with highly effective planning, and strategic thinking. Motivated, ambitious with excellent interpersonal communication, and always ready to learn more and share skills that I may know to help others. A determined individual with high goals and a mentality set on success. Punctual and reliable. Utilize total quality and safety management. Skilled forklift operator principles to operate successfully in a stressful environment. Pallet Jack operation fast-paced, deadline-oriented, "no errors" Responsible driver environment. Valid Class C Driver License Outstanding troubleshooting and maintenance skills.

- Communicate well with all levels of management applications associated with collections, inventory contractor's and team members.
  - management, loss prevention, data entry, and Efficient account management (Medisoft, Microsoft Office, Adaptable Quick Key, Excel, and Powerpoint)
  - Good mechanical aptitude Extensive experience with internal and external.
  - Understand basic mathematics customer service relations

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EXP

www.rock-cafe.com

- Demonstrate general knowledge and understanding of the subject

and backload and prevent

- Demonstrate basic knowledge of various functions including winch operation, basic depth control, and tension monitoring.
  - Work assignments carried out to the highest quality level.
  - Perform various other duties and activities as assigned by supervisor within the physical constraints of the job.

and backload and preventative maintenance.

- Demonstrate basic knowledge of various functions

- Work assignments carried out to the highest quality level.
  - Perform various other duties and activities as assigned by supervisor within the physical constraints of the job.

Verifying both inbound and outbound inventory mat

- Ensure load accuracy at c

- Maintain required records.
  - Enter inventory data in handheld.
  - Visually inspect all incoming and outgoing vehicles.

- Represent and promote the company to qualify leads and

#### • ACCOMPLISHMENTS Promoted to

- Won " Retail Sales Associate of the Month" while working for Verizon Wireless.
  - Due to great work performance was requested (while at Express Energy) to do all remaining jobs for a specific client.

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**SKILLS**

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