

Jessica Claire

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

PROFESSIONAL SUMMARY	<ul style="list-style-type: none">Hard working student looking for a career in management. Excels at coordinating and planning. Extremely results-orientated and proactive in addressing and resolving problems.
EDUCATION	<p>Bachelor of Science Business Management East Carolina University, Greenville, NC CURRENT</p> <p>Bachelor of Science Pre-Law The University of Alabama , Tuscaloosa, AL</p>
WORK HISTORY	<p>OPERATIONS MANAGEMENT INTERN 04/2016 to 07/2016</p> <p>Pacific Seafood Nespelem, WA</p> <ul style="list-style-type: none">Operational modelingCreated histograms to track daily, weekly, and monthly productionManaged quality assurance programsWorked on teams to solve weekly production issues <p>ATTORNEY ASSISTANT 04/2014 to 11/2015</p> <p>Avery Dennison Corporation Quakertown, PA</p> <ul style="list-style-type: none">Managed document delivery and receiving programProofread and corrected legislationAssisted in daily office operationsAssisted with secretarial duties <p>OWNER AND OPERATOR 03/2010 to 06/2012</p> <p>Captain's Boat Detail City, STATE</p> <ul style="list-style-type: none">Established and maintained more than 30 business accountsResearched market competitors and industry trends to identify potential market basesDoubled profits from summer 2010 to summer 2011Hired and trained 2 employeesCreated new revenue streams by offering car detailing and pressuring washing <p>CUSTOMER SATISFACTION REPRESENTATIVE 04/2008 to 07/2009</p> <p>Davenport Energy City, STATE</p> <ul style="list-style-type: none">Assisted with customer in calls to resolve technical issuesFiled customer satisfaction reportsInvestigated and resolved customer inquiries and complaintsDefined and documented technical best practices
ACCOMPLISHMENTS	<ul style="list-style-type: none">Over 350+ community service hoursTrained in operations and customer satisfactionHigh school honor council chairSigma Alpha Lambda honor society inductee
SKILLS	<ul style="list-style-type: none">Microsoft ExcelMicrosoft wordEffective leaderStaff training/developmentEmployee schedulingEfficient multi-taskerDeadline-orientedExceptional interpersonal communicationConflict resolutionCustomer service-orientedOrganized
AFFILIATIONS	<ul style="list-style-type: none">Small Business InstituteSociety for the Advancement of ManagementSigma Alpha LambdaKappa Alpha Order