

# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

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I have lots of experience in the managerial field. I have went from office manager to Operation manager to GM positions. I also am proficient in many computer programs. I demonstrate the ability to be a great problem solver.

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## CORE QUALIFICATIONS

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- Excel
- Word
- Outlook

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## EXPERIENCE

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### **Management**, 09/2014 - 11/2016

**Mcdonald's** – Newton Grove, NC

- Use computers for various applications, such as database management or word processing.
- Perform payroll functions, such as maintaining timekeeping information and processing and submitting payroll.
- Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, and ensure accounts are balanced.
- Create, maintain, and enter information into databases.

### **General Manager**, 12/2010 - 08/2014

**Patterson Companies** – Wichita, KS

- Interview and hire new employees.
- Respond to customer complaints, legal inquiries, payment negotiations, or other post-service matters.
- Review financial statements, sales or activity reports, or other performance data to identify opportunities for cost reductions or service improvements.

### **Office Manager**, 09/2007 - 11/2010

**Department Of The Treasury** – West Point, NY

- Use computers for various applications, such as database management or word processing.

- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, and ensure accounts are balanced.
- Create, maintain, and enter information into databases.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.
- Complete forms in accordance with company procedures.
- Maintain scheduling and event calendars.
- Schedule and confirm appointments for clients, customers, or supervisors.
- Make copies of correspondence or other printed material.

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## EDUCATION

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### **High School Diploma**: Business Admin, Jun 1985

**Doss High School** - Louisville, KY

Business Admin

### **Jefferson Community & Technical College** - Louisville, KY

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## PROFESSIONAL AFFILIATIONS

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## SKILLS

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Clerical, Make copies, clients, databases, database management, Electronics, fax machines, filing, financial statements, forms, funds, Human Resources Management, legal, money, negotiations, office equipment, payroll, Personnel, phone systems, copiers, recording, repairs, sales, scheduling, take messages, telephones, word processing