

# JESSICA CLAIRE

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## SUMMARY

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With more than 25 years of work experience and even more life, I've discovered what truly moves me. The gift of each day should be spent pulling each other up and removing all the ways that hold us down, and that empowerment rests with all of us in our choices.

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## SKILLS

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- Creative Thinking
- Professional Demeanor
- Verbal and Written Communication
- Multi-Tasking Abilities
- Planning & Organizing
- Supervision & Leadership
- Strong Work Ethic
- Friendly, Positive Attitude
- Relationship/Team Building
- Leadership Development
- Security Team Coordination
- Pattern Recognition
- High Level of Integrity
- Analytical/Collaboration Skills
- Computer Literate
- First Aid and CPR

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## EXPERIENCE

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### **DESIGNER**, 01/2012 - 01/2021

**Getir** – Boston, MA

- Create professional presentations to communicate design intent and direction. Design floor plans, elevations, and 3D software perspectives and material boards for both in-house review and presentation to client.
- Manage workforce schedules and resource allocations in order to achieve project goals.
- Direct schedule of weekly projects and anticipate timelines for milestones and completion dates.
- Manage inventory, machines, tools, equipment and material controls to reduce project lags.
- Assist skilled rough and finish carpentry staff from conception through completion.
- Manage operations budgeting, accounts payable and accounts receivable and payroll.
- Keep records for production, inventory, income and expenses.
- Establish favorable relationships with vendors and contractors, facilitating contract negotiation and development of marketing and sales strategies.

### **PASTORAL INTERN**, 01/2009 - 09/2012

**Landry's** – Longboat Key, FL

- Spread faith through various evangelistic means, including preaching, Bible readings and group activities.
- Evangelized faith to people by providing individual counseling and leading groups in teaching, and prayer.
- Worked with church leaders, staff and ministry teams to achieve growth of church and to foster positive community impact.
- Conducted special services like baptisms, weddings and funerals.
- Led outreach initiatives to reach out to unchurched, inactive or new residents in community.

### **INTERIOR DESIGNER**, 04/2004 - 06/2008

**Carrier Corporation** – Salt Lake City, UT

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## EDUCATION

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### **ASSOCIATE IN BIBLICAL STUDIES: THEOLOGY**, 05/2013

**MOODY BIBLE INSTITUTE**. - Chicago, IL

### **ASSOCIATE IN ARTS: INTERIOR DESIGN**, 04/2004

**METROPOLITAN INSTITUTE oF DESIGN** - Deer Park NY