

# JESSICA CLAIRE

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## Summary

Committed administrative professional and veteran with six years of remarkable typing skills, data entry expertise and with goal-oriented mentality. Proficient in updating daily logs, investigating discrepancies and managing records. Focused on maximizing service and comfortable working with little oversight.

## Skills

- Loading and unloading
- Materials management
- Order picking and processing
- Management
- Data Entry
- Database Management
- Documentation
- Training
- Implementation
- Excel-Advance
- PowerPoint-Advance
- Word-Advance
- Inventory Management
- Microsoft Office
- Customer Service
- Administrative
- People-oriented
- Sensitive
- Classroom Management
- Outdoor Activities
- Organized
- Customer and Personal Service
- Time Management
- Management of Personnel Resources
- Strong Written and Organization Skills
- Great Multitasking Skills
- Accurate, Efficient and Detail System
- Capable Of Analyzing and Organizing All Types Of Information
- Telephone Reception
- Permit Review
- Verbal and Written Communication
- Critical Thinking
- Decision Making
- Microsoft Excel

## Experience

### Aviation Resource Management Journeyman, 04/2019 to Current

#### Super King Market – Glendale, CA

- Interprets public law, plans, organizes, and directs aircrew and parachutist resource activities. Reviews mission accomplishment reports for accuracy. Initiates actions to support flight management policies and procedures, and conducts aircrew interviews. Prepares and processes aeronautical orders and military pay orders.
- Performs aircrew and parachutist resource management functions. Monitors flight physicals, physiological training, aircrew qualifications, and other aircrew and parachutist-related programs. Schedules aircrew training and aircraft sorties, and maintains mission information. Prepares flight authorizations, and monitors individual flight requirements and unit flying hours.
- Maintains control and accountability for AFORMS data. Advises on matters pertaining to aircrew resource management systems.
- Inspects and evaluates production and maintenance of flight records, files, and reports. Evaluates completed work and group performance. Ensures functional directives are accurate and complete. Reviews operations resource management procedures and recommends changes. Reviews trend analysis.
- Performs and manages aircrew and parachutist resource management functions related to scheduling, standardization and evaluation, flying and ground training, flight records, and squadron operations. Operates and maintains the Air Force operations resource management system (AFORMS).
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- Created and maintained flight and events logs, aircrew flying records and records of incoming and outgoing flights.
- Monitored aircraft with radar, computer equipment or visual references.
- Adjusted flight itineraries and communicated changes for optimal safety and flow of aircraft.
- Acted as emergency management leader to address medical emergencies and flight operation obstacles.
- Coordinated with clients and management to stay up-to-date on progress.
- Planned and delegated work to meet project and production goals.
- Kept operations area neat and orderly to minimize obstacles.
- Attended regular training sessions to increase machine operating skills.
- Conducted research on issues, policies and concepts pertaining to planning.
- Built and managed teams to support event or meeting development, execution and evaluation.
- Created reports highlighting value realization, key risks and challenges.

### Walmart Clerk, 04/2018 to 06/2018

#### The Learning Lamp – Somerset, PA

- Served as point of contact for members of general public, answering traffic-related questions and responding to complaints and requests.
- Communicated with customers and employees to answer questions or explain information.
- Delivered high-quality customer service through deep commitment to knowledge and performance.
- Created, updated and maintained detailed documents, charts and spreadsheets to sort company information.
- Oversaw office inventory by restocking supplies and submitting purchase orders.
- Answered telephones, directed calls and took messages.
- Delivered messages and ran errands.

### Service Deli Clerk, 06/2017 to 03/2018

#### QuickChek – City, STATE

- Cleaned and sanitized dishes and utensils, consistently keeping adequate supplies on hand for expected customer loads.
- Promoted new or high-value food items by creating attractive displays in cases and other customer-facing areas.
- Listened to customer requests and suggested additional menu items as appropriate to upsell products.
- Opened new inventory and rotated stock by dates to maintain freshness.
- Listened carefully to customer instructions and prepared orders according to those preferences.
- Made food according to standard recipes with requested changes for customer satisfaction.
- Maintained clean, trash-free workspaces to maximize productivity and safety.
- Carry food supplies, equipment, and utensils to and from storage and work areas.
- Mix or blend ingredients, according to recipes, using a paddle or an agitator, or by controlling vats that heat and mix ingredients.
- Set up, operate, and tend equipment that cooks, mixes, blends, or processes ingredients in the manufacturing of food products, according to formulas or recipes.
- Responsible for the preparation of deli departments, such as made to order sandwiches and premade items. As well as responsible for the preparation of bakery department.
- Record production and test data for each food product batch, such as the ingredients used, temperature, test results, and time cycle.
- Precook items such as bacon, to prepare them for later use.
- Portioning out meats, cheeses, toppings (olives, pickles etc)
- Read food order slips or receive verbal instructions as to food required by patron, and prepare and cook food according to instructions.

### Preschool Teacher's Assistant, 05/2015 to 06/2016

#### Ewing Community Preschool – City, STATE

- Communicated with parents to inform about child's progress and classroom behavior.
- Prepared for lessons by gathering educational materials and setting up equipment.
- Maintained well-controlled classrooms by clearly outlining standards and reinforcing positive behaviors.
- Supported lead teacher with daily classroom activities.
- Instructed and assisted students during craft activities.
- Assisted with or led story time by reading books to children.
- Monitored students to observe behavior, enforce rules and maintain safety.
- Arranged classroom furniture and learning materials to keep areas neat.
- Supervised students outside classroom during recess, lunch and breaks.
- Created and assembled classroom displays and decorations.
- Made and distributed nutritious snacks by preparing and dividing into portions.
- Maintained and cleaned nap mats by making minor repairs and wiping down.
- Organized student items by labeling and documenting collection.
- Prepared, served and cleaned up daily meals for 10 children.
- Maintained clean, well-kept classroom to encourage children to create, explore and play with confidence.
- Maintained safe, clean and constantly supervised play environment.
- Maintained daily records of activities, behaviors, meals and naps.
- Assisted with implementation of approved lesson plans and daily classroom schedule.
- Helped prepare preschool-aged children for future education by working with groups and individuals in classroom environments.
- Identified early signs of emotional and developmental problems in children and brought up problems to parents.
- Taught daily life skills and behaviors to students to build practical knowledge.
- Backed up lessons with personal support, small group instruction and hands-on activities.
- Organized classroom spaces to meet students' learning needs and smoothly manage planned activities.
- Promoted physical, academic and social development by implementing diverse classroom and outside activities.
- Maintained classrooms by disinfecting and sterilizing surfaces and toys.
- Promoted language development skills through reading and storytelling.
- Assisted the lead teacher with snack time, arts and crafts and putting the children down for naps.
- Organized small groups of children while transitioning to and from outdoor play.
- Administered medication and minor first aid to sick and injured students.
- Offered parents detailed daily reports that outlined their child's day.
- Maintained daily records of children's individual activities, behaviors, meals, and naps.
- Maintained a child-friendly environment by allowing frequent access to outdoor activities.
- Addressed behavioral and learning issues with parents and daycare management staff.
- Planned and supervised games and other recreational activities for students.
- Observed student performance and recorded academic and attendance.
- Instructed students on usage and care of equipment to prevent injuries.
- Took class attendance and recorded absences.
- Distributed pencils, paper, textbooks and workbooks to students.
- Kept track of teaching materials and regularly stocked school supplies.

## Education and Training

### High School Diploma: 06/2012

#### Ewing High School - Ewing, New Jersey

### Human Resources Management

#### University of Maryland Global Campus - Maryland, NY

- Additional Coursework in introduction to social science, music as cultural expression, human resource management, women and society, introduction to psychology, prof & career expl in business, foundation of oral communication, advance business writing, introduction to humanities, college algebra.

### Child Care Management

#### Mercer County Community College - Trenton, NJ