

# Jessica Claire

 San Francisco, CA 94105    (555) 432-1000    resumesample@example.com

## PROFESSIONAL SUMMARY

- Passionate professional with over 5 years' experience in finance, marketing, and management. Enthusiastic to work in a fast-paced, high-growth, dynamic environment. Excited to join NerdWallet and provide clarity for all life's financial decisions.
- Program Management Finance
- Communications Microsoft Suites
- Leadership Cross-functions

## SKILLS

- Areas
- Oversaw and analyzed numerical information, typing correspondence, memos, and reports.
- Applied state and federal codes, rules, and procedures to ensure accurate creation and progression of Indiana UI claims.
- Communicated effectively with claimants, vendors, and other DWD sections to resolve complex aspects of claim progress
- And the payment of benefits.
- Lead and/or participate in projects outside of the scope of your department, as assigned by manager.
- CYP Assistant
- MWR (NAF) | JBPHH, HI
- April 2019 - December 2020
- Provided appropriate developmental care and instruction for child and youth ranging from 2 to 5 years.
- Worked under the direction of the supervisor, who provided guidance on the scope of assignments and assistance on more
- Complex, non-routine problems.
- Designed schedules and activity plans, ensured that program plans, and activities incorporate the observed needs of
- Individual children and youth.
- Oversaw the creation and implementation of inclusion education.
- Demonstrated, instructed, lead, and facilitated, and planned/implemented spontaneous program activities.
- Prepared for yearly inspections to make sure our facility was in compliance with established safety and occupational health
- Policies or standards and to identify potential new hazards.
- Provides care and supervision, oversight, and accountability for program participants in accordance with the Department of
- Defense (DoD), NAF.
- Pharmacy Technician
- Long's Drugs (CVS) | Honolulu, HI
- November 2018 - January 2019
- Reported directly to the pharmacist on duty and worked with them to fill medications quickly and efficiently.
- Answered all phone calls pertaining to prescriptions and insurance in a friendly and efficient manner.
- Provided support services such as circulating and processing materials and searching databases.
- Retrieved patient information and data from various automated systems.
- Processed all prescription orders for customers and collected payment at the pick-up station located in the front of the
- Pharmacy.
- Assisted with inventory management, including verification of quantities, storage, removal of outdated medications, and
- Restocking pharmaceuticals in short supply to prevent being out of stock.
- Applied safety and occupational health laws, regulations, principles, theories, practices, and procedures.
- Senior Associate
- Dollar Emporium | D'Iberville, MS
- April 2015 - March 2016
- Assisted the Store Manager with the operation of the retail store, in order to maximize profit and loss (P&L) performance by
- Executing company policies and procedures, and to provide superior customer service.
- Executed weekly sales ads and price changes; processed recalled, damaged, outdated, and transferred merchandise.
- Received merchandise deliveries from vendors and Dollar Emporium distribution centers; verified vendor invoice
- Information was accurate and entered vendor invoices into the accounts receivable system.
- Prepared the retail store for physical inventory by ensuring merchandise on the sales floor and in the stock room was in order
- And easy to access.
- Advising on the best way to structure a team and building relationships or provided insight into talent density to influence
- Decisions.
- Train new hires on company policies and procedures and use the best training methods for a specific purpose or audience.
- Administrative Assistant
- U.S. Army | Fort Jackson, SC January 2015 - April 2015
- Planned, coordinating, and carried out the efficient day-to-day clerical and administrative activities for senior-level
- Executives and support staff.
- Performed work of a highly confidential nature, requiring solid judgment, precision and care regarding details and follow-up
- Reviewed and processed incoming and outgoing correspondence, reports, and other materials submitted for the supervisor's
- Signature.
- Received and screened all publications, regulations, and directives directed to the supervisor and brought to their attention
- Those elements affecting the supervisor's area of jurisdiction.
- Sales Consultant/Cashier
- Nina's Boutique | Moss Point, MS
- May 2012 - January 2015
- Performed cashier duties at a high-end fashion store for men and women.
- Managed multiple priorities and processes, while also staying up to date on retail marketplace.
- Provided logistics/travel for Nina's Boutique.
- Provided superior customer service by greeting and acknowledging customers in a professional manner, quickly assessing
- Their needs, and providing assistance.
- Created a profitable and engaging sales floor experience, ensuring that no customer was left underserved through effective
- Floor leadership, and ensured proper merchandising and display functionality.
- Demonstrated the ability to handle multiple customers in a fast-paced environment.
- Worked closely with HR to coordinate training for employee onboarding procedures or individual departments.
- ADDITIONAL SKILLS

## WORK HISTORY

**LONG TERM SUBSTITUTE/SPECIAL EDUCATION AIDE** 09/2022 to CURRENT

### Department Of Veterans Affairs | Oakland Park, FL

- Provided long-term instruction for middle school students throughout tenure, managing teacher's instructions and classroom management/guidelines
- Prepared students with the necessary learning material they need to be successful
- Maintained a healthy rapport with not only the teachers but the students as well
- Supported teachers and assisted special-needs students with classroom learning, task execution, and language expansion
- Implemented school policies, teacher guidelines, and student IEPs to ensure student safety and achievement of all learning outcomes
- Identified opportunities to improve language experience for students.

**CILIAN PAYROLL TECHNICIAN** 04/2021 to 07/2022

### DFAS | City, STATE

- Performed solutions for payroll, travel, audits, pay benefits, and entitlements issues for an agency or organization
- Responsible for processing financial and accounting transactions using standardized procedures
- Reviewed financial and accounting systems information documents for accuracy completeness
- Input all information from documentation into dcps, remedy, and xcodes systems
- Achieved knowledge of payroll systems, to include timekeeping systems, which support payroll and accounting operations for DFAS
- Communicated effectively with clients and the civilian pay team to ensure that all payments and debts have been properly processed in a timely manner
- Demonstrated ability to multi-task on assignments and adhere to deadlines
- Lead through ambiguity, ability to work cross-functionally to overcome challenges.

**SOCIAL CLAIMS SPECIALIST** 03/2021 to 04/2021

### Workforce Development | City, STATE

- Responsible for processing, collecting, maintenance, investigation, and coordination related to the establishment,
- Unemployment Insurance, Combined Wages/Combined Wage transfer claims.

## EDUCATION

**Bachelor's | Communications (concentration Public Relations)** MAY 2021  
**Southern New Hampshire University**

**Academy TESOL Certificate** DECEMBER 2019  
**International Open**

**Pharmacy Technician Certification** SEPTEMBER 2016  
**Roxbury Community College**

**High School Diploma** MAY 2014  
**D'Iberville High School**

- Micro Soft Suites, Adobe Suites, DCPS, Xcodes, Slack, Zoom, G-Suite
- Analytics, Data Entry, Advertising, eCommerce, programming Internal communications preferred. Robust written and verbal communication experience. Track record of successfully building trust cross-functionally and across a company. Experience with autonomous end-to-end program development and management. The ability to demonstrate the business and cultural impact of your work