

JESSICA CLAIRE

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(555) 432-1000

100 Montgomery St.
10th Floor

SKILLS

- Customer Service
- Verbal and written communication
- Responsible
- Leadership
- Compassion
- Multitasking abilities
- Excellent work ethic
- Data management
- Teamwork
- First Aid/CPR
- Good telephone etiquette
- Clerical
- Training & Development

EDUCATION

East Los Angeles College
Monterey Park, CA

Associate of Science: Child Development

Bell Gardens High School
Bell Gardens, CA • 06/2002

High School Diploma

PROFESSIONAL SUMMARY

Community-focused and intelligent Commissioner with background analyzing vast amounts of information from different sources and making appropriate judgments. Skilled in leading follow peers and proceedings, leading support teams, working with lobbyists and promoting positive community relations. Reliable employee seeking ASM position. Offering excellent communication and good judgment. Ambitious, career-focused, anxious to obtain an entry-level ASM position to help launch career while achieving company goals. To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

WORK HISTORY

Spring Education Group - Education Commissioner
Alexandria, VA • 05/2013 - 05/2016

- Evaluated state and city, documents to determine compliance with standards and make effective approval or denial judgments.
- Articulated opinions and binding decisions through public presentations and written documentation.
- Collected public input on proposed changes and gave appropriate weight to provided opinions.
- Evaluated fairness of trials to identify and remove bias and protect rights of every involved party.
- Reviewed state policies and city policies decisions with careful consideration based on factors such as function, cost and risks. Always had to look at factors that were crucial for decision making for the city

Warnermedia - Preschool Assistant Teacher
MD, State • 01/2014 - 11/2015

- Interacted with children one-on-one and in small groups to enhance and support learning activities.
- Maintained classrooms by disinfecting and sterilizing surfaces and toys.
- Assisted teacher by developing lesson plans to meet educational goals for each child.
- Supported children's social and emotional development by encouraging understanding of others and positive self-concepts.
- Communicated with parents to inform about child's progress and classroom behavior.
- Prepared for lessons by gathering educational materials and setting up equipment.
- Supervised children during in-classroom activities and on playground.
- Wiped down play areas, toys, tables and other hard surfaces to minimize germ spread.
- Delivered clear, concise instructions to children to aid in each student's decision-making.
- Engaged and entertained children through recreational and educational activities.

Tri-Staffing - Account Manager
City, STATE • 03/2006 - 10/2009

- Liaised between account holders and various departments.
- Built and strengthened long-lasting client relationships based on accurate price quotes and customer-centric terms.
- Oversaw new business development and customer servicing.
- Addressed problems with accounting, billing and service delivery to maintain and enhance client satisfaction.
- Secured high-value accounts through consultative selling, effective customer solutions and promoting compelling business opportunities.
- Delivered engaging and polished presentations to highlight products and draw favorable competitor comparisons.
- Improved account management by predicting potential competitive threats and outlining proactive solutions.

ADDITIONAL INFORMATION

I'm a people person. I've been in customer services for many years and I enjoy what I do. I enjoy meeting new people along the way. Working for Starbucks has taught me a lot. It's taught me patients with others on to problem solve in the moment and that it's ok to be yourself and have fun with your customers and that your team. Not a lot of places allow for people to do so. I'm very thankful to my history of work and volunteer time helped for me to develop and grow. Till this day I'm always learning something new.