

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Enthusiastic, resourceful high school student with academic and professional background in communications and volunteering. Ability to establish priorities and meet challenges head-on. Strong project management skills. Also an organized, independent worker with strong time-management skills.

SKILLS

- Conversant in [American Sign Language](#)
- Strong communication skills
- Highly organized
- Quick learner
- Computer proficient
- Adaptive and creative
- Cash handling
- Professional demeanor
- Exceptional customer service
- Excellent memory
- Highly observant
- Self motivated
- Friendly and outgoing

KEY PERSONAL QUALITIES

Current to Current	Time Management Skills Time Management Skills I have great time management skills. I am able to complete most tasks in a timely fashion. I am able to focus on the task at hand and without getting distracted allowing me to complete any required task on time.
Current to Current	Conversation Skills Conversation Skills I will be able to make the customer feel welcome in our store and make them want to return. I feel like I have mastered small conversation skills and I will be able to keep things from becoming awkward or uncomfortable for the customer, at the same time make them feel as valued as they truly are.
Current to Current	"Bubbly" Joyful Personality "Bubbly" Joyful Personality I have a very outgoing, optimistic personality which I think would be great for serving customers. I never fail to put a smile on a persons face during conversation. I also never let my personal life interfere with my professional life, allowing me to always get the job done with a smile on my face.
Current to Current	Professional and Determined Attitude Professional And Determined Attitude Many people often tend to get off task, allowing them to forget about what their main goal work is, to serve every customer in a timely fashion with a possitive attitude. I think that having a professional attitude towards your job, while still remaining welcoming and positive is the number one priority in any Food or Beverage industry, and I am sure I have what it takes to do exactly that.

EDUCATION

Current	High School Diploma Highland Highschool - 2900 Royal Scotts Way, Bakersfield CA.
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