

Jessica Claire

📍 Montgomery Street, San Francisco, CA 94105 ☎ (555) 432-1000 📧 resumesample@example.com

SUMMARY	<ul style="list-style-type: none">Versatile professional and hands-on leader who motivates, trains and coaches employees to drive progress toward project and company milestones.
HIGHLIGHTS	<ul style="list-style-type: none">Customer-orientedEmployee training and developmentClient and vendor relationsInvoicing and purchase ordersMS OfficeAdvanced problem solving skillsDrivenStrategic thinkerSuperb communication skillsDetail orientedMicrosoft Word, Excel, PowerPointProficiency in web designingProfessional demeanorbilingual
EXPERIENCE	GRAPHIC DESIGNER 04/2014 to 2016 Motion Recruitment San Francisco, MA <ul style="list-style-type: none">Tracked and evaluated staff performance, and handled all promotions and terminations.Completed purchase orders and customer invoices.Prepared layouts and drawings in compliance with established templates and design standards.Adhered to all corporate brand guidelines when preparing graphic materials.Recommended techniques, methods and media best suited to produce desired visual effects. GRAPHIC DESIGNER 07/2012 to 2016 Motion Recruitment San Leandro, CA <ul style="list-style-type: none">Created visuals that appeal to leaders in the big data and high-tech world.Surpassed revenue goals in four consecutive quarters.Designed unique print materials, including advertisements, brochures and logo designs.Prioritized graphic workload and effectively coordinated multiple projects.Responsible for implementing all business-building and relationship-building expectations with uniquely assigned accounts and customers. CLERK 02/2013 to 04/2014 Aaa Of Southern California Austin, TX <ul style="list-style-type: none">Assessed customer needs and responded to questions.Cleaned and straightened work area.Issued receipts for purchases and gifts.Bagged merchandise by following standard procedures.Organized register supplies.Unboxed new merchandise.Updated register logs.Provided professional and courteous service at all times.Worked overtime shifts during busy periods.
EDUCATION	certificate Computer Technician Network Specialist Fresno City College, Fresno, CA
SKILLS	Data Entry, Customer Service, Human Resources Leadership, Interpersonal Skills, Inventory control , Marketing, Problem Resolution Project management, Staff Training, Staffing, administrative Bilingual; English and Spanish