

# JESSICA CLAIRE

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- 📍 Montgomery Street, San Francisco, CA 94105

## PROFESSIONAL SUMMARY

Adept at developing tracking metrics, following projects and working with representatives of all departments to develop accurate budget proposals. Good interpersonal, communication and critical thinking skills.

Seasoned financial professional skilled at reviewing and reporting on budget expenditures for areas such as purchasing and hiring. Knowledgeable about analytical approaches, data modeling and trend forecasting.

Hardworking Feeder with exceptional track record of reliable attendance and high-quality work. Strong collaboration skills to thrive in fast-paced, high-stress environments.

Articulate Inventory Management Specialist/Supply Administration driven to succeed. Strategic planning and client relationship management expert.

Proficient team player experienced in Supply Administration/ Inventory Management, valuing prospects and using diverse statistical techniques. Skilled at generating models, forecasting trends and giving presentations to stakeholders and business leaders. Coordinated and prepared documentation detailing production requirements and schedules to maintain supply levels. Cross-functional collaborator effective at understanding requirements and devising successful solutions. Resilient and adaptable in dynamic environments. Well-coordinated in maintaining optimal inventories and supporting documentation to boost efficiency of Supply operations. Talented communicator, planner and problem-solver offering 4 years of Logistics experience. Proven skills in reviewing paperwork and consulting with teams to keep current on needs and meet supply demands.

## SKILLS

- Operational Assessments
- Forecasting and Planning
- Conflict Resolution
- Operations management
- Staff Management
- Portfolio Asset Management System
- Workflow Analysis
- Project Management
- Data analysis
- Strategic Planning
- Shipping and receiving
- Warehousing functions
- Order fulfillment
- Analytical skills
- Organization and Time management
- Recordkeeping strengths

## EDUCATION

Southern New Hampshire University  
New Hampshire • 05/2022

**BBA:** Business Administration And Management

## CERTIFICATIONS

Forklift Operator License  
Combat Lifesaver  
Warehouse Operations  
Project Management

## WORK HISTORY

Department Of The Interior - Inventory Management Specialist  
New York, NY • 08/2016 - Current

- Collaborated with management, sales and engineering to adjust plans and maintain targets.
- Documented production volume, materials consumption and quality issues in Global Combat Support System- Marine Corps to keep management well-informed and support proactive planning.
- Entered information into Global Combat Support System- Marine Corps to update inventories and status reports.
- Prepared and distributed public notices or property owner verifications on behalf of the Property department.
- Purchased goods to maintain stock and prepare for assembly of mission essential items such as: trucks, weapons, communication equipment, heavy equipment, field Kitchens, air delivery equipment, landing support equipment and a variety of tent items.
- Consulted with department supervisors and financial, property, document management and warehouse teams to evaluate needs and discuss corrective actions for individual concerns.
- Ensured accurate delivery of repair parts to arrive in required time frame to maintain operable equipment that is mission essential.
- Attended meetings and assisted fellow planning staff to maintain proper workflows and efficiency.
- Verified prices and computed totals to complete accurate invoices.
- Negotiated amendments and proposed plans to address specific Supply Administration concerns.
- Performed routine office tasks, including copying, answering telephones, file management and data entry, to keep operations at optimal levels and better serve internal and external customers.
- Monitored project progress and presented status to leaders to solve productivity issues.
- Assessed current inventories and brought in supplies to keep stock within optimal levels for expected demands.
- Resolved complaints and eliminated delays by collaborating with vendors and updating strategies.

Securitas Electronic Security - Customer Service Representative  
Lewisberry, PA • 10/2014 - 07/2016

- Delivered high level of service and support to each customer, paving way for future business opportunities.
- Answered customer questions and addressed concerns, resulting in 40% reduction in complaint calls.
- Addressed customer service inquiries quickly and accurately.
- Assessed customer needs and upsold products and services to maximize food sales.
- Trained 3 new employees each quarter in procedures and policies in order to maximize team performance.
- Cross-trained staff members, resulting in 25% increase in customer satisfaction ratings.
- Reduced process lags and effectively trained team members on best practices and protocol.
- Informed customers about billing procedures, processed payments and provided payment option setup assistance.
- Cultivated impactful relationships with customers and drove business development by delivering product knowledge.
- Collected customer feedback and recommended procedural or product changes to enhance future service delivery.

Petco - Dog Bather  
Fleming Island, FL • 08/2012 - 07/2016

- Washed, groomed and trimmed each animal to enhance coat health.
- Developed long-term relationships with clients and bonded with animals through regular contact.
- Refilled shampoo bottles, sanitized clippers, combs and brushes and placed clean towels at each station following shift completion.
- Delivered consistent customer service to pet owners, effectively increasing repeat business by 50%.
- Assisted grooming staff with nail clipping, fur blow drying and combing out matted fur during high-volume periods, including holidays.
- Reviewed inventory levels during shifts and placed orders to replenish supplies, including shampoo, canine toothpaste and styptic powder.
- Pitched in with laundry duties, including washing, drying and folding towels during busy periods, ensuring consistent workflow.