

# JESSICA CLAIRE

100 Montgomery St. 10th Floor ♦ (555) 432-1000 ♦ resumesample@example.com

## SUMMARY

Dedicated employee known for punctuality, pursuing employment options where good customer service and positive attitude will make a difference.

## SKILLS

- Landscape maintenance
- Maintaining equipment
- Applying fertilizer
- Weeding and edging
- Cultivating soil
- Landscape equipment knowledge
- Trimming and edging flower beds

## EXPERIENCE

### Lawn Care Business Owner, 03/2006 - Current

#### Marten Transport – Pleasanton, CA

- Scheduled regular landscaping services to promote optimal growth and maintain attractive appearance of lawns and facility grounds.
- Maintained equipment and vehicle in good working order to prevent breakdowns and service delays.
- Maintained service excellence, working closely with clients to quickly address needs and resolve issues or complaints.
- Read and followed landscaping plans to install plants and fixtures for residences and businesses.
- Developed and implemented customized contracts and set pricing structures and service terms.
- Handled wide-ranging administrative functions from accounts payable and receivable to accounting.
- Resolved issues quickly through meticulous research and quick decision making.
- Kept records for production, inventory, income and expenses.
- Collaborated with staff to maximize customer satisfaction, streamline procedures and improve bottom-line profitability.
- Kept up-to-date on regulatory changes affecting business operations.
- Reconciled daily sales, returns and financial transaction reports and prepared bank deposits.
- Established favorable relationships with vendors and contractors, facilitating contract negotiation and development of marketing and sales strategies.
- Directed implementation of strategic business plans to achieve goals and objectives.
- Reconciled daily sales and financial transaction reports and prepared bank deposits.
- Assessed business operations to implement realistic annual budget.
- Interviewed, trained, and supervised employees.

### Self Employed Business Owner, 09/2004 - 03/2010

#### Scott Oil Co. – City, STATE

- Resolved issues quickly through meticulous research and quick decision making.
- Conferred with customers to understand needs and finalize purchase orders.
- Kept records for production, inventory, income and expenses.
- Collaborated with staff to maximize customer satisfaction, streamline procedures and improve bottom-line profitability.
- Kept up-to-date on regulatory changes affecting business operations.
- Set pricing structures according to market analytics and emerging trends.
- Established favorable relationships with vendors and contractors, facilitating contract negotiation and development of marketing and sales strategies.
- Directed implementation of strategic business plans to achieve goals and objectives.
- Reconciled daily sales and financial transaction reports and prepared bank deposits.
- Assessed business operations to implement realistic annual budget.
- Maintained functional and orderly building areas to deliver professional appeal to customers.
- Monitored supplier operations to verify quality, delivery schedule and conformance to contract specifications.
- Assessed, optimized and elevated operations to target current and expected demands.
- Provided organizational leadership and established business vision to achieve sales, profit and revenue goals for consignment fashion, perfume and accessories store.
- Calculated credit amounts and commission payouts, priced merchandise and generated credit memos for returned merchandise.

### Agricultural Worker- Farmer, 01/1980 - 01/2002

#### Self-employed – City, STATE

- Purchased supplies, including seeds and fertilizer.
- Set up and operated irrigation equipment to apply pesticides, herbicides or fertilizers to crops.
- Loaded agricultural products into trucks to deliver products to markets or storage facilities.
- Identified plants, pests and weeds to determine selection and application of pesticides and fertilizers.
- Kept financial records up to date.
- Monitored weather conditions and adjusted strategies accordingly to avoid losses.
- Plowed and tilled fields to prepare soil for crop planting.
- Repaired buildings, fences and other pertinent structures to keep animals properly contained.
- Helped plant and tend to 600 acres of peanut and cotton crop to consistently bring in high yields and quality products.
- Disassembled, repaired and maintained farm machinery such as tractors to tend to all crops.
- Harvested and inspected crops by hand for quality purposes.
- Removed roots, rocks and debris from field in preparation for planting.
- Picked fruits and vegetables on assigned plots and checked plants for signs of pest and disease.
- Loaded and unloaded feed, chemicals and equipment from trucks.
- Installed, cleaned and maintained irrigation equipment to maximize functionality.
- Planted and watered seeds using hand watering and irrigation systems.
- Operated tractors and other farm equipment to plow fields, dig ditches and move trees.
- Mulched and fertilized crops to improve yield.

## EDUCATION AND TRAINING

### High School Diploma: 06/1980

#### Turner County High School - Ashburn, GA