

# JESSICA CLAIRE

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 (555) 432-1000  
 100 Montgomery St. 10th Floor

## SUMMARY

Productive Warehouse Associate with prior forklift certification and over 2 years in warehouse-based logistics. Detail-oriented with extraordinary problem-solving abilities. Skilled in receiving freight, shipping and maintaining and tracking inventory. Physically fit and agile with consistent ability to stand for long periods of time and safely lift up to 100 pounds. Organized professional with superior work ethic and team player attitude. Exceptional quality control, inspection and leadership abilities. Commended for honesty, hard work and positive attitude.

## SKILLS

- Excellent verbal and written communicator
- Organized and reliable
- Self-motivate and hardworking
- Efficient with proven leadership
- Forklifts
- Material Management
- Inventory Management
- Time management
- Pallet jacks
- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Material Safety Data Sheets

## EDUCATION AND TRAINING

Harrisburg Area Community College  
Harrisburg, PA • 06/2007

**Associate of Science:** Business Administration

Pennsylvania State University  
Middletown, PA  
Accounting

Blackstone Career Institute  
Allentown, PA • 05/2017

**Certificate:** Paralegal Studies

Blackstone Career Institute  
Allentown, PA • 01/2018

**Certificate:** Business And Corporate Law

NCCER  
LaBelle, PA • 04/2015

**Completed Training:** Carpentry  
For a complete list of training modules completed, visit <http://registry.nccer.org>. Click online verification and enter Card# 11617288.

## EXPERIENCE

### Alliance Aviation Services Limited - Accountant

Cincinnati, OH • 08/2010 - 08/2011

- Educated small business clients on strategies for minimizing tax liability.
- Analyzed financial statements and income statements to review company's financial performance.
- Prepared and reviewed financial statements, resolving discrepancies after careful analysis.
- Investigated and resolved discrepancies in monthly bank accounts.
- Informed clients of permits, certificates, applications and documents required by various government agencies.
- Assessed accounting accuracy, including A/P and A/R tracking, budgeting, payroll transactions, salary expenses, bank and credit card reconciliations.

### Access - Accounting Clerk

Washington, DC • 01/2008 - 03/2010

- Resolved billing discrepancies by completing detailed research and analysis and communicating with customers to find solutions.
- Supported clerical and administrative needs of senior department staff.
- Coded invoices and other records to maintain organized and accurate records.
- Provided accounting assistance such as payroll, AP, AR and expense tracking support.
- Processed both outgoing and incoming payments and invoices.
- Collaborated with senior staff to produce accurate, current and timely financial reports and supporting documentation.
- Kept records current and accurate with efficient reconciliations and variance resolution.
- Updated accounting ledger and journals with updated transaction information.
- Managed accounts receivable, prepared demand letters to initiate the debt collection process.
- Responsible for payment collection and cash deposit functions.

### United Parcel Service - Unload/Sort Supervisor

City, STATE • 07/2005 - 08/2007

- Worked successfully with diverse group of coworkers to accomplish goals and meet production deadlines.
- Utilized electronic pallet jacks to move oversized items to and from different locations within the hub.
- Navigated powered lift trucks safely to move items throughout the hub and reduce injury risk.
- Moved boxes, containers and pallets with special-purpose equipment to meet demanding production targets.
- Identified safety hazards and notified management to determine proper resolution of issues.
- Supervised the unloaded of incoming products off trucks, sorted items in staging area and transported items to final storage locations.
- Scanned packages and updated tracking information to enable efficient processing and fulfillment and to ensure a satisfactory customer experience.
- Monitored work areas for cleanliness and functionality and removed obstacles to promote safe work environment.

### United States Air Force - Aircraft Armament Systems Craftsman

City, STATE • 05/1996 - 03/2005

- Responsible for all loading and unloading of munitions on F-15 aircraft while supervising two load crew members.
- Recorded all maintenance performance in aircraft logbooks and completed other paperwork requirements as needed.
- Performed through tests of electrical systems, parts and equipment to check compliance with applicable standards and evaluate malfunctions.
- Completed in-depth visual and manual inspections of all munitions carrying components.
- Operated testing tools and gauges, including ohmmeters, ammeters and specialized testing equipment.
- Supervised the execution of corrosion control and inspection duties.
- Demonstrated self-reliance and leadership by meeting and exceeding workflow needs.