

JESSICA CLAIRE

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CAREER OVERVIEW

I am looking for an opportunity to join a secure company for long term employment. I would like to share and apply my years of Sales and Customer Service skills dealing with clients and the public on a daily basis. I work well under pressure and I like a fast paced atmosphere. I enjoy a challenge and always look for solutions in any situation. I adapt well to any environment. I am a team player and always enhance any company I am with.

QUALIFICATIONS

- SQL
- HTML
- Microsoft Access
- Microsoft Word
- Microsoft Excel

TECHNICAL SKILLS

ACCOMPLISHMENTS

WORK EXPERIENCE

06/2013 to Current **Kitchen Designer**

Home Depot – Cape Neddick, ME

- Dan Cramer Phone XXX-536-6168.
- Salary \$45,000 Reason for Leaving: Still employed.

Kitchen Designer / Sales Representative

- Design Kitchens in 20/20 Software Program based on clients measurements.
- Assist in Sales of Granite, Quartz and Laminate Countertops.
- Consistently prospect with contractors and potential Kitchen and Bath clients.

10/2012 to 06/2013 **Assistant Manager**

Lumber Liquidators, Inc. – New Albany, IN

- Jehramie McLain Phone 267-587-8754.
- Salary Monthly Commission varies \$2500-\$5000 Reason for Leaving: Product Procurement.

Assistant Manager /Kitchen Designer / Sales Repr

- Design Kitchens in 20/20 Software Program based on clients measurements.
- Enter & Track customers in CRM database.
- Follow up continuously until they purchase.
- Daily Sales reports and Bank Deposits, Scheduled staff of 5.
- Consistently prospect with contractors and potential Kitchen and Bath clients.

02/2010 to 10/2012 **Sales Liaison**

Lincare – Honolulu, HI

- Vince Versagli Phone XXX-444-4800 Salary \$41,000 plus Monthly Commission Reason for Leaving: Layoffs Company Wide Sales Representative/ Wholesale Produce Division Sales Representative for Fresh Mushrooms, Garlic, Ginger Called on frozen Food Manufacturers for IQF Mushrooms Created Database to track calls and follow up with clients.

11/2001 to 01/2012 **Realtor**

Windermere Real Estate

- Stephen Marcus Phone 302-376-0880 Salary \$25,000 - \$75,000 commission based Realtor Buy and Sell properties and facilitated residential home sales Maintain CRM database to track buyer and seller leads and stay in consistent contact to maximize future sales potential.
- Built and maintained various websites to secure client leads.
- Continuous tracking and testing of distinct marketing efforts through the Internet and print ads.
- Market homes by utilizing marketing plan.
- Promote sales of properties through advertisements.
- Coordinate property closings, documents and ensure disbursement of funds.

1996 to 02/2002 **Database Administrator/Quality Assurance**

Beacon Roofing Supply, Inc. – City, STATE

- Salary \$38,000 annually Reason for Leaving: Plant Closed & Relocated to MN Administrative Assistant/Quality Assurance- Aerospace Supplier and Manufacturer Sales and Customer Service Representative for Fuel Gauge and Flaps Line Managed defective product returns from Customers Client Follow up to troubleshoot product malfunctions Controlled documentation to meet ISO requirements Built Computer Database in Microsoft Access, prepped to migrate to Oracle Created CRM Database to follow up with customers.

1993 to 1996 **Sales**

Next RE- Real Estate King Of Prussia PA 19406 – City, STATE

- Salary \$33,000 annually Aerospace Parts Supplier and Manufacturer Answered incoming calls from customers Client Follow up to troubleshoot product malfunctions Maintained Spreadsheets and Online Database for Sales Department to Delivered weekly reports to President-Vice President of Company.

EDUCATION AND TRAINING

1982

High School Diploma: Business

Unionville High School - Unionville, PA.

1997

Springhouse Computers Lionville, PA. Oracle-HTML-Web Mgmt. 1997-1999 Penn State Great Valley Malvern, PA Microsoft Office-WEB Design : Computer Networking

Chubb Institute - Springfield, PA.