

# Jessica Claire

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

## EXECUTIVE PROFILE

[Job Title] driven to manage costs and establish strategic, mutually beneficial partnerships and relationships with users, vendors and service providers. Ambitious [Job Title] who creates strategic alliances with organization leaders to effectively align with and support key business initiatives. Builds and retains high performance teams by hiring, developing and motivating skilled professionals.

## SKILL HIGHLIGHTS

- Leadership/communication skills
- Business operations organization
- New product delivery
- Client account management
- Product development
- Negotiations expert
- Self-motivated
- Employee relations
- Budgeting expertise
- Market research and analysis
- Customer-oriented

## CORE ACCOMPLISHMENTS

- Project Management:*
- Initiated [project] which resulted in [positive outcome].
- Human Resources:*
- Spearheaded new [program] program which increased retention.

## PROFESSIONAL EXPERIENCE

### REAL ESTATE AGENT & LOAN CONSULTANT

01/1997 to 01/2010

Davita | Newark, OH

- Salary: 30,000 USD Per Year.
- Hours per week: 40 - 60 Presented purchase offers to sellers for consideration.
- Acted as an intermediary in negotiations between buyers and sellers, generally representing one or the other.
- Compared a property with similar properties that had recently sold to determine its competitive market price.
- Advised clients on market conditions, prices, mortgages, legal requirements and related matters.
- Promoted sales of properties through advertisements, open houses, and participation in multiple listing services.
- Accompanied buyers during visits to and inspections of property, advising them on the suitability and value of the homes they were considering for purchase.
- Prepared documents such as representation contracts, purchase agreements, closing statements, deeds and leases.
- Conferred with escrow companies, lenders, home inspectors, and pest control operators to ensure that terms and conditions of purchase agreements were met before closing dates.
- Interviewed clients to determine what kinds of properties they were seeking.
- Coordinated property closings, overseeing signing of documents and disbursement of funds.
- Also served as financial advisor: Analyzed applicants' financial status, credit, and property evaluations to determine feasibility of granting loans.
- Obtained and compiled copies of loan applicants' credit histories, corporate financial statements, and other financial information.
- Met with applicants to obtain information for loan applications and to answer questions about the process.
- Explained to customers the different types of loans and credit options that were available, as well as the terms of those services.
- Reviewed loan agreements to ensure that they were complete and accurate according to policy.
- Approved loans within specified limits, and referred loan applications outside those limits to management for approval.
- Handled customer complaints and took appropriate action to resolve them.
- Reviewed and updated credit and loan files.
- Submitted applications to credit analysts for verification and recommendation.
- Contact Supervisor: Yes, Supervisor's Name: Pat Cruz, Supervisor's Phone: 619-291-4664).

### PAOALEGAL

01/1995 to 01/1997

State Of Kentucky | Hyden, KY

- Salary: 28,000 USD Per Year.
- Hours per week: 40 Prepared affidavits and other documents, such as legal correspondence, and organized and maintained documents in paper and electronic filing system.
- Prepared for trial by performing tasks such as organizing exhibits.
- Prepared legal documents, including briefs, pleadings, appeals, wills, contracts, and real estate closing statements.
- Met with clients and other professionals to discuss details of case.
- Filed pleadings with court clerk.
- Gathered and analyzed research data, such as statutes, decisions, and legal articles, codes, and documents.
- Investigated facts and law of cases and searched pertinent sources, such as public records, to determine causes of action and to prepare cases.
- Directed and coordinated law office activity, including delivery of subpoenas.
- Kept and monitored legal volumes to ensure that law library was up-to-date.
- Contact Supervisor: Yes, Supervisor's Name: Walter Knowles, Supervisor's Phone: 214-747-1513).

### SALES REPRESENTATIVE

01/1993 to 01/1995

Comcast Cable | City, STATE

- Salary: 24,000 USD Per Year.
- Hours per week: 40 Promoted Comcast Cable services to new customers.
- Identified customer needs, wants, and desires in conversation and matched with company products and diplomatically handled interactions with potential customers.
- Reconciled daily sales orders with cash taken in and kept documentation of sales orders.
- Attended sales meetings in person and training sessions as directed by management.
- Achieved established sales goals and quotas.
- Worked independently to promote the sales of Comcast Cable residential products and services.
- Contact Supervisor: Yes, Supervisor's Name: Unknown, Supervisor's Phone: 619-433-6048).

## EDUCATION

01/1983 to 01/1987

U.S. Marines | City, STATE

- Hours per week: 40.
- Amphibious Vehicle Crewman.
- Operated, maneuvered, and maintained tracked vehicles in the combined arms environment during both amphibious assaults and subsequent land operations ashore.
- Conducted preventive maintenance checks and services on weapons.
- Conducted preventive maintenance checks and services on weapons station.
- Operated weapons station.
- Assisted in headspace and timing.
- Installed and loaded weapons.

## EDUCATION

### Paralegal Certificate

1991

Century Business College, San Diego, CA

### Associate's Degree | Criminal Justice

1989

Southwestern Community College, Chula Vista, CA

GPA: GPA: 2.9

Criminal Justice GPA: 2.9

## INTERESTS

Country of citizenship United States of America Veterans' Preference 10-point preference based on a compensable service-connected disability of 30 percent or more Registered for Selective Service Yes DESIRED LOCATIONS US-CA-Los Angeles

## SKILLS

advertisements, Cable, closing, competitive, contracts, credit, clients, delivery, documentation, filing, financial, financial statements, funds, law, legal, market, meetings, office, weapons, negotiations, organizing, Paralegal, real estate, research, sales, Supervisor, Phone, articles

## ADDITIONAL INFORMATION

Country of citizenship United States of America Veterans' Preference 10-point preference based on a compensable service-connected disability of 30 percent or more Registered for Selective Service Yes DESIRED LOCATIONS US-CA-Los Angeles