

JESSICA CLAIRE

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 (555) 432-1000

 100 Montgomery St. 10th Floor

PROFESSIONAL SUMMARY

Multi-talented, enthusiastic and educated, service oriented professional, eager to contribute to team success through hard work, attention to detail, and proven success in operational excellence. Well versed in policy development and staff management procedures, with an emphasis on accountability, progressive values, diversity and inclusion.

SKILLS

- Medical cannabis consultation
- Medical Cannabis Retail
- Cannabis Retail Supervisory Duties
- Cashier duties
- Data entry / Medical Cannabis Registry
- Cannabis Harvesting and trimming
- Non-Violent Conflict resolution
- Project Management
- Liaison Coordination
- Patient Advocacy
- Microsoft Office / Google Drive
- Inventory

EDUCATION

Tacoma Community College
Tacoma, WA

Associate of Applied Science:

- Human Services
- Human Services
 - Counseling
 - Case Management
 - Grant Writing
 - Business Math
 - Weight Training
 - Aerobic Fitness
 - Behavioral Health & Wellness
 - Psychopharmacology of Addiction
 - Cultural Sensitivity & Social Diversity
 - Prevention program planning & development
 - (500+ hrs clinical internship)
 - Honorary Scholar of the Pleneurethic Society
 - Past Secretary of the Human Services Club

The Evergreen State College
Olympia, WA

Bachelor of Arts: Humanities

- Social enterprise and non-profit development & management
- Theories of personality / abnormal psychology
- Mindfulness based meditation (MBSR/ MBCT)
- Sports psychology
- Complimentary medicine
- Plant medicine traditions
- Jewish Literacy
- Russian culture
- Afro-Brazilian culture and dance
- Physics
- Healing arts
- Counseling Theory
- Nutrition

Institute For Integrative Nutrition
New York, NY

Certificate: Integrative Health Counseling

- Integrative Health Counseling Theory and Practice
- Community outreach and organization and implementation
- East / West Nutrition
- Contemporary Health Studies
- Group wellness programming
- Corporate wellness
- Marketing
- 10 month health counseling practicum

Teachers College of Columbia University
New York, NY

Certificate: Health Counseling

- Business development, management, and marketing
- Integrative health counseling
- East / West nutrition
- Contemporary health studies
- Community outreach organization and implementation
- Group wellness programming
- Corporate wellness

WORK HISTORY

Benz Communications - Consultant

New York, NY • 01/2014 - 02/2015

- Company liaison to governmental affairs on regulatory and legislative matters.
- Conducted regulatory risk evaluations and assisted stakeholders with regulatory inspections.
- Supervised site investigations, reported issues and escalated those that required further assistance.
- Participated in weekly meetings with executive leadership to identify opportunities for improvement, establish milestones and tailor products to individual markets.
- Supported medical collective client base via patient and stakeholder advocacy activities during Washington's cannabis legalization framework period.
- Opened and closed collective and monitored shift changes to uphold successful operations strategies and maximize business success.
- Managed operations support and customer engagement strategies.
- Effectively supervised personnel by implementing company policies, protocols, work rules and disciplinary action.
- Maintained financial accuracy when handling substantial amounts of revenue each day.
- Researched and sourced new products related to healthy medical cannabis consumption.
- Planned and executed marketing initiatives and leveraged referral network to promote business development.
- Devised new promotional approaches to boost customer numbers and market penetration while enhancing engagement and driving growth.

PatrickMartinJr.com - Integrative Health Counselor

City, STATE • 01/2008 - Current

- Facilitated individual integrative health counseling sessions.
- Facilitated group workshops on topics related to holistic health, integrative nutrition, and self care.
- Conducted bio-individualistic health histories and revisit assessments.
- Maintained full and current understanding of available plans, products and services.
- Helped members navigate enrollment process and choose appropriate options.
- Worked with medical teams, patients and families to implement effective treatment plans.
- Updated treatment plans on monthly basis with latest intervention strategies and progress notes.
- Provided ongoing counseling to help patients deal with health conditions and understand concepts related to their program.
- Organized clinical documentation, treatment plans, and referrals.
- Taught health education classes for health providers and members of public.
- Worked collaboratively with other mental health professionals to provide consistent care and minimize diversion.

Maharishi International University - Ideal Administrator /Campus Visit Coordinator

City, STATE • 04/2019 - 08/2020

- Personal Assistant of Director of Events.
- Utilized Microsoft Excel, Google drive, sheets, and docs to efficiently curate and monitor visitor contact lists.
- Utilized e-mail, telephone and app based communication methods to communicate with inbound and outbound campus visitors, staff, and faculty.
- COVID-19 task force sub-committee appointee focused on pandemic sensitive transportation procedures for ingress / egress of students, faculty, and staff.
- Monitored incoming international and domestic visitors complex and frequently changing travel arrangements and coordinated pre-planning of transportation, including vouchers, agendas and transportation.
- Identified and recommended changes to existing processes to improve accuracy, efficiency and quality service.
- Delivered top-notch administrative support to office staff, promoting excellence in office operations.
- Performed accounts receivable duties, including invoicing, purchase orders, researching and conducting charge backs, discrepancies in billing, and auditing.

CERTIFICATIONS

- First Aid CPR AED (Adult and Adolescent).
- Health Counseling Certification.