

Jessica Claire

✉ San Francisco, CA 94105 ☎ (555) 432-1000 📧 resumesample@example.com

PROFESSIONAL SUMMARY

- Passionate professional with over 5 years' experience in finance, marketing, and management.
- Enthusiastic to work in a fast-paced, high-growth, dynamic environment. Excited to join NerdWallet and provide clarity for all life's financial decisions.
- Program Management Finance
- Communications Microsoft Suites
- Leadership Cross-functions

SKILLS

- Areas
- Oversaw and analyzed numerical information, typing correspondence, memos, and reports.
- Applied state and federal codes, rules, and procedures to ensure accurate creation and progression of Indiana UI claims.
- Communicated effectively with claimants, vendors, and other DWD sections to resolve complex aspects of claim progress
- And the payment of benefits.
- Lead and/or participate in projects outside of the scope of your department, as assigned by manager.
- CYP Assistant
- MWR (NAF) | JBPHH, HI
- April 2019 - December 2020
- Provided appropriate developmental care and instruction for child and youth ranging from 2 to 5 years.
- Worked under the direction of the supervisor, who provided guidance on the scope of assignments and assistance on more
- Complex, non-routine problems.
- Designed schedules and activity plans, ensured that program plans, and activities incorporate the observed needs of
- Individual children and youth.
- Oversaw the creation and implementation of inclusion education.
- Demonstrated, instructed, lead, and facilitated, and planned/implemented spontaneous program activities.
- Prepared for yearly inspections to make sure our facility was in compliance with established safety and occupational health
- Policies or standards and to identify potential new hazards.
- Provides care and supervision, oversight, and accountability for program participants in accordance with the Department of Defense (DoD), NAF.
- Pharmacy Technician
- Long's Drugs (CVS) | Honolulu, HI
- November 2018 - January 2019
- Reported directly to the pharmacist on duty and worked with them to fill medications quickly and efficiently.
- Answered all phone calls pertaining to prescriptions and insurance in a friendly and efficient manner.
- Provided support services such as circulating and processing materials and searching databases.
- Retrieved patient information and data from various automated systems.
- Processed all prescription orders for customers and collected payment at the pick-up station located in the front of the
- Pharmacy.
- Assisted with inventory management, including verification of quantities, storage, removal of outdated medications, and
- Restocking pharmaceuticals in short supply to prevent being out of stock.
- Applied safety and occupational health laws, regulations, principles, theories, practices, and procedures.
- Senior Associate
- Dollar Emporium | D'Iberville, MS
- April 2015 - March 2016
- Assisted the Store Manager with the operation of the retail store, in order to maximize profit and loss (P&L) performance by
- Executing company policies and procedures, and to provide superior customer service.
- Executed weekly sales ads and price changes; processed recalled, damaged, outdated, and transferred merchandise.
- Received merchandise deliveries from vendors and Dollar Emporium distribution centers; verified vendor invoice
- Information was accurate and entered vendor invoices into the accounts receivable system.
- Prepared the retail store for physical inventory by ensuring merchandise on the sales floor and in the stock room was in order
- And easy to access.
- Advising on the best way to structure a team and building relationships or provided insight into talent density to influence
- Decisions.
- Train new hires on company policies and procedures and us the best training methods for a specific purpose or audience.
- Administrative Assistant
- U.S. Army | Fort Jackson, SC January 2015 - April 2015
- Planned, coordinating, and carried out the efficient day-to-day clerical and administrative activities for senior-level
- Executives and support staff.
- Performed work of a highly confidential nature, requiring solid judgment, precision and care regarding details and follow-up
- Reviewed and processed incoming and outgoing correspondence, reports, and other materials submitted for the supervisor's
- Signature.
- Received and screened all publications, regulations, and directives directed to the supervisor and brought to their attention
- Those elements affecting the supervisor's area of jurisdiction.
- Sales Consultant/Cashier
- Nina's Boutique | Moss Point, MS
- May 2012 - January 2015
- Performed cashier duties at a high-end fashion store for men and women.
- Managed multiple priorities and processes, while also staying up to date on retail marketplace.
- Provided logistics/travel for Nina's Boutique.
- Provided superior customer service by greeting and acknowledging customers in a professional manner, quickly assessing
- Their needs, and providing assistance.
- Created a profitable and engaging sales floor experience, ensuring that no customer was left underserved through effective
- Floor leadership, and ensured proper merchandising and display functionality.
- Demonstrated the ability to handle multiple customers in a fast-paced environment.
- Worked closely with HR to coordinate training for employee onboarding procedures or individual departments.
- ADDITIONAL SKILLS

WORK HISTORY

LONG TERM SUBSTITUTE/SPECIAL EDUCATION AIDE

09/2022 to CURRENT

Department Of Veterans Affairs | Oakland Park, FL

- Provided long-term instruction for middle school students throughout tenure, managing teacher's instructions and classroom management/guidelines
- Prepared students with the necessary learning material they need to be successful
- Maintained a healthy rapport with not only the teachers but the students as well
- Supported teachers and assisted special-needs students with classroom learning, task execution, and language expansion
- Implemented school policies, teacher guidelines, and student IEPs to ensure student safety and achievement of all learning outcomes
- Identified opportunities to improve language experience for students.

CIVILIAN PAYROLL TECHNICIAN

04/2021 to 07/2022

DFAS | City, STATE

- Preformed solutions for payroll, travel, audits, pay benefits, and entitlements issues for an agency or organization
- Responsible for processing financial and accounting transactions using standardized procedures
- Reviewed financial and accounting systems information documents for accuracy completeness
- Input all information from documentation into dcps, remedy, and xcodes systems
- Achieved knowledge of payroll systems, to include timekeeping systems, which support payroll and accounting operations for DFAS
- Communicated effectively with clients and the civilian pay team to ensure that all payments and debts have been properly processed in a timely manner
- Demonstrated ability to multi-task on assignments and adhere to deadlines
- Lead through ambiguity, ability to work cross-functionally to overcome challenges.

SOCIAL CLAIMS SPECIALIST

03/2021 to 04/2021

Workforce Development | City, STATE

- Responsible for processing, collecting, maintenance, investigation, and coordination related to the establishment,
- Unemployment Insurance, Combined Wages/Combined Wage transfer claims.

EDUCATION

Bachelor's | Communications (concentration Public Relations)

MAY 2021

Southern New Hampshire University

Academy TESOL Certificate

DECEMBER 2019

International Open

Pharmacy Technician Certification

SEPTEMBER 2016

Roxbury Community College

High School Diploma

MAY 2014

D'Iberville High School

- Micro Soft Suites, Adobe Suites, DCPS, Xcodes, Slack, Zoom, G-Suite
- Analytics, Data Entry, Advertising, eCommerce, programming Internal communications preferred.
- Robust written and verbal communication experience. Track record of successfully building trust cross-functionally and across a company. Experience with autonomous end-to-end program development and management. The ability to demonstrate the business and cultural impact of your work