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# JESSICA CLAIRE

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## SUMMARY

Highly motivated Sales Associate with extensive customer service and sales experience. Outgoing sales professional with track record of driving increased sales, improving buying experience and elevating company profile with target market.

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## HIGHLIGHTS

- Guest services
- Inventory control procedures
- Merchandising expertise
- Loss prevention
- Cash register operations
- Product promotions

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## ACCOMPLISHMENTS

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## EXPERIENCE

**Office of Event Management Assistant Event Coord**, 07/2005 - Current

**Hydrafacial** – Mississippi, MS

- Implemented Collegnet R25 room reservation software which centralized the room reservation process for over three hundred rooms' campus wide.
- Worked with Programmer/Analyst from Information Technology Services and Data Base Administrator on, implementation and report writing within InfoView Business Objects to update campus support services Tested the application using current data.
- Reviewed test results with implementation team and other appropriate administrators, department chairs and program directors.
- Consulted with department chairs and program directors to establish appropriate dates and time lines for bringing campus departments and associated reservation requestors online in the R25 system Wrote end user documentation for students, faculty and staff to properly use the R25 system Implemented training workshops for students, faculty and staff to use R25 web based online room reservation system Field tested and documented R25 software integration within updated Windows7 operating system to ass.

**Cultural Center Technician/ Manager**, 08/2000 - Current

**Addus Homecare Corporation** – Red Bluff, CA

- Coordinate facility aspects for all events at the Montante Cultural Center to produced quality events Maintain and operate the audio and lighting systems within campus event facilities to ensure full functionality Communicated with the client, the Media Center, Facilities Management, Housekeeping, Dining Services, Public Safety and Public Relations to supply all departments with necessary information Train and supervise forty member student event staff enabling them to implement facility operating procedures, Operate lighting and sound equipment and manage front of house and stage activities Principle participant in the planning and production of Canisius College Commencement Ceremonies to maximize patron capacities with enhanced audio and visual support Designed audio systems for Koessler athletic Center Main Gym, Student Center Dining Hall, Palisano Pavilion Street Side Café to support student events Severed as a campus wide audio consultant to make recommendations for the purchase of all aud.

**Owner-President**, 05/1992 - 09/2012

**Diesel Productions, Inc** – City, STATE

- Founded and presided over an event production company which specializes in sound reinforcement services which serviced location locally and internationally Produced and supported with audio, lightings and staging, an expansive list of events from high school musicals, weekly concert series, music festivals, commencements, religious services and dance recitals.
- Primary expertise as lead audio engineer at all supported events Maintain a large inventory of audio and lighting equipment used a primary support equipment six seasonal employees Responsible for all book keeping, purchasing, and daily operations.

**Event Production Specialist**, 08/1991 - 01/2008

**Unistage** – City, STATE

- Employed on a per event basis to support events.
- Responsibilities included audio support, stage lighting, stage and roof construction.

**Office Manager**, 01/1991 - 04/1992

**Glennco Sales** – City, STATE

- Managed the office an industrial abrasives sales and distribution company.
- Designed and implemented the company's inventory system with the framework of "Real Word Accounting Software" Served as scoreboard operator for the Hamburg Hawks hockey association house league.
- Hosted and directed O'Sullivan Academy of Irish dance parade float assembly and showcase performances.

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## EDUCATION

**Master of Sport Administration:** Present

**Canisius College** - Buffalo, NY

**Bachelor of Science:** Management Information Systems, December 1990

**Canisius College** - Buffalo, NY