

Jessica Claire

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SUMMARY Versatile professional and hands-on leader who motivates, trains and coaches employees to drive progress toward project and company milestones.

- HIGHLIGHTS**
- Customer-oriented
 - Employee training and development
 - Client and vendor relations
 - Invoicing and purchase orders
 - MS Office
 - Advanced problem solving skills
 - Driven
 - Strategic thinker
 - Superb communication skills
 - Detail oriented
 - Microsoft Word, Excel, PowerPoint
 - Proficiency in web designing
 - Professional demeanor
 - bilingual

EXPERIENCE **GRAPHIC DESIGNER** 04/2014 to 2016

Motion Recruitment | San Francisco, MA

- Tracked and evaluated staff performance, and handled all promotions and terminations.
- Completed purchase orders and customer invoices.
- Prepared layouts and drawings in compliance with established templates and design standards.
- Adhered to all corporate brand guidelines when preparing graphic materials.
- Recommended techniques, methods and media best suited to produce desired visual effects.

GRAPHIC DESIGNER 07/2012 to 2016

Motion Recruitment | San Leandro, CA

- Created visuals that appeal to leaders in the big data and high-tech world.
- Surpassed revenue goals in four consecutive quarters.
- Designed unique print materials, including advertisements, brochures and logo designs.
- Prioritized graphic workload and effectively coordinated multiple projects.
- Responsible for implementing all business-building and relationship-building expectations with uniquely assigned accounts and customers.

CLORK 02/2013 to 04/2014

Aaa Of Southern California | Austin, TX

- Assessed customer needs and responded to questions.
- Cleaned and straightened work area.
- Issued receipts for purchases and gifts.
- Bagged merchandise by following standard procedures.
- Organized register supplies.
- Unboxed new merchandise.
- Updated register logs.
- Provided professional and courteous service at all times.
- Worked overtime shifts during busy periods.

EDUCATION **certificate** | Computer Technician Network Specialist
Fresno City College, Fresno, CA

SKILLS Data Entry, Customer Service, Human Resources Leadership, Interpersonal Skills, Inventory control , Marketing, Problem Resolution
Project management, Staff Training, Staffing, administrative
Bilingual; English and Spanish