

JESSICA CLAIRE

100 Montgomery St. 10th Floor
(555) 432-1000 - resumesample@example.com

SUMMARY

Experienced Excavator Operator with Over 10 years of safe operation Experience (Physical Excavation by diving in the sea with boat and sharp blade bucket). With Background working with dredger, movers and lifting equipment. IT and Accounting experience. Good English and Igbo Language Communicator.

SKILLS

- Routine Cleaning
- Safety Procedure
- Written and verbal communication
- Ground disturbance Issues
- Pre-operational equipment checks
- Insure proper pipe rigging

EXPERIENCE

02/2022 to 11/2022 **Ministry Assistant**

Avery Dennison Corporation – Seattle, WA

- Excavation of Sands by diving in sea.
- Excavation of sand using dredger .
- Moving of sand to loading site
- Lifting and loading sand on Tippers
- Maximized equipment and personnel protection by identifying and avoiding hazards.
- Performed equipment inspections before and after each shift, turning on equipment logs to direct supervisor.
- Conflict resolution
- Team building
- Problem resolution
- Maintained updated knowledge through continuing education and advanced training.
- Demonstrated leadership by making improvements to work processes and helping to train others.
- Improved operations by working with team members and customers to find workable solutions.
- Excel , Microsoft Word, Access, Power Point and QuickBooks

EDUCATION AND TRAINING

12/2021 **Certificate: Human Right Education / Business Consultancy**
US Human Right Institute - New York

01/1998 **Traning: Professional Diving And Instruction**
Training - Mr. Emmanuel Doc (The Excavator/ Diver Trainer)

08/2021 **Certificate : Business Analytics Course**
Alightpro - Online

02/2014 **Post Graduate Diploma in Education (PGDE) Qualification To Do Masters Degree: Educations / English**
Ahmadu Bello University /National Teachers Institu - Zaria Sokoto Nigeria

09/2005 **Higher National Diploma (BSs Equivalent): Accounting**
Akwai State Polytechnic - Ikot Osurua Akwai Ibom State Nigeria

03/2000 **National Diploma (ND): Business Studies**
Akwai Ibom State Polytechnic Ikot Osurua - Akwai Ibom State Nigeria

02/2022 **Career4U Program : Microsoft Software Administrator**
Houston Community College - Houston, TX