JESSICA CLAIRE

✉ resumesample@example.com

📞 (555) 432-1000

📍 Montgomery Street, San Francisco, CA 94105

HIGHLIGHTS

General Chemistry and Organic Basic HTML coding, Microsoft Office, 3D Chemistry Laboratories including synthesis, animation, database analysis. purification, and extraction. Inventory management and sales/profit IR spectroscopy as well as analyzing NMR analysis using SQL server and various POS and Mass Spec. data. software. Graphic designing using Photoshop and Illustrator.

EDUCATION

El Camino College
Torrance, CA • 2015

Chemistry GPA: Recipient of Edison International Green Job Scholarship. · Member of the El Camino Chemistry Club. · Member of the MESA, Mathematics, Engineering, Science Achievement Program. · Recipient of Honor Transfer Student award. Chemistry Recipient of Edison International Green Job Scholarship. · Member of the El Camino Chemistry Club. · Member of the MESA, Mathematics, Engineering, Science Achievement Program. · Recipient of Honor Transfer Student award.

University Of California Los Angeles
Westwood, CA • 2017

Molecular, Cellular, and Developmental Biology

SUMMARY

Enthusiastic student majoring in Chemistry; great at performing many task in a timely matter and as efficient as possible. Strong background in computer tasks and data analysis as well as business management.

ACCOMPLISHMENTS

EXPERIENCE

Perkins Eastman - Graphic Designer
Dallas, TX • 08/2009 - 03/2013

- In charge of advertising and designing and publishing Point of Sale materials.

Cascades - General Manager
Aurora, NC • 08/2009 - 08/2011

- Installing POS systems, computer networking, fuel inventory management, and Payroll management.

Cascades - General Manager
Brook, IN • 02/2006 - 09/2014

- Team/ scheduling/ payroll management.
- Accomplishments · Eight year in business management in which I managed to lower the cost of good and increase sales and profit.
- In charge of Sales operations such as ordering, inventory, and customer service.

SKILLS

3D, Photoshop, advertising, animation, business management, Chemistry, computer networking, customer service, database analysis, designing, Graphic, Basic HTML, Illustrator, Inventory management, inventory, materials, Microsoft Office, NMR, Payroll, POS, profit, coding, Sales, scheduling, SQL server