

Jessica Claire

📍 Montgomery Street, San Francisco, CA 94105 📞 (555) 432-1000 📧 resumesample@example.com

CAREER OVERVIEW

- Personable and responsible Cashier with 1-2years in Food service and customer service. Solid team player with upbeat, positive attitude.

CORE STRENGTHS

- Strong organizational skills
- Active listening skills
- Sharp problem solver
- Energetic work attitude
- Store maintenance ability

ACCOMPLISHMENTS

- Proudly served my country for 4 1/2 years. Currently an online student working on my Health Administrative Assistant Certificate and Dental Hygiene Degree.

WORK EXPERIENCE

AVIATION OPERATIONS SPECIALIST

10/2009 to 03/2014

Trinity Health Corporation | Ann Arbor, MI

Ensure the safe takeoff and landing of commercial and military aircraft. Duties include coordination between air-traffic control and maintenance personnel; dispatching; using airfield landing and navigational aids; implementing airfield safety procedures; monitoring and maintaining flight records; and applying knowledge of weather information.

HOSTESS

05/2008 to 07/2008

Applebees | City, STATE

Meeting, greeting, and seating guests, taking and making reservations, and answering questions about menu items and other general inquiries. Assisting management with administrative tasks and setting tables for guests. Excellent communication skills and the ability to work in a fast-paced setting. Personable personality and friendly attitude.

CASHIER/CREW MEMBER

01/2007 to 07/2007

Wendys | City, STATE

Greeting customers, submitting orders, and operating the cash register. Perform food preparation and drive-thru duties. Customer service, problem-solving, and basic computer skills. In addition to customer service, often perform cleaning duties in the dining room. Wipe off tables, retrieve trays, vacuum carpets, and sweep and mop floors. Stock napkins, condiments, and utensils. Assist in opening or closing the store.

EDUCATIONAL BACKGROUND

Certificate | Medical Administrative Assistant

Allied American University , Laugna Hills , CA

Currently enrolled

Associate Health Science | Dental Hygiene

Savannah Technical College , Hinesville, GA

Deferred due to Move