

# Jessica Claire

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

## Education and Training

High School Diploma: 06/2020

New World High School - Bronx, NY

Radiology

Hostos Community College of The City University of New York - The Bronx, NY

## Summary

I'm always willing to learn new things with love and dedication. Passionate about business success and talented at supporting company staff, office personnel and customers needs. I have always work hard to bring out the best of me in others.

## Experience

Management , 06/2017 - 06/2021

Culvers Restaurant – Pensacola, FL

- Resolved customer issues efficiently to build loyalty.
- Maintained inventories through spot checks, complete physical inventory and reordering.
- Verified employee purchases and approved expenditures.
- Learned company processes, procedures and employee role functions.
- Supported staff training, development and evaluation.
- Assigned tasks to employees following established schedules.
- Built network of peer and professional contacts, sharing knowledge and gaining insights.
- Helped plan and prepare employee work schedules.
- Completed special projects under manager

Pharmacy Technician, 01/2021 - 12/2022

Comprehensive Pharmacy Services – Centre Hall, PA

- Teamed with peers, technicians and pharmacists to prioritize and complete orders.
- Created new customer profiles and updated demographics, allergies and new medications in pharmacy computer systems.
- Assisted pharmacist with clearing high volume of prescriptions and responded to customer questions.
- Inspected medication storage locations to monitor drug expiration dates and supply adequate inventory.
- Maintained pharmacological practices by checking drug inventory, stocking medications and monitoring supplies.
- Improved inventory management procedures to reduce overhead, backorders and overstock.
- Verified prescriptions and drug labels, documents and packages.
- Promoted supplement and nutritional products to maximize sales and customer wellness.
- Maintained strict patient confidentiality to adhere to HIPAA regulations and avoid data

Crew Member, 09/2020 - 12/2021

Cava – Charlotte, NC

- Wiped down tables and equipment, swept and refilled stock.
- Kept restaurant lobby, front counter and restrooms neat and clean throughout shift.
- Packed fast food products in approved containers, cups and bags.
- Entered orders into computer system to send order details to kitchen, mentioning customers' special requests and food allergies in person.
- Drove team success by quickly completing assigned tasks.
- Demonstrated proper food safety practices by accurately completing quality control checklist.
- Upheld high standards of productivity and quality in operations.
- Organized and restocked supplies to support operations and team productivity.
- Presented orders to guests within anticipated service times.
- Assisted management with inventory control and stock ordering.
- Served food quickly for positive guest experiences.
- Stocked shelves and cases with new or transferred items.
- Packaged menu items into bags or trays and placed drink orders into carriers.
- Restocked supplies, removed trash

Canopy Vertex Global , 11/2022 - Current

Customer Service Department Admin – City, STATE

DocGo Company helps immigrants that come from Texas get with their families

- Reconnection
- Legal Process
- Supplies
- Helping people with question
- Informed upper management or department heads of items loaded or problems encountered.
- Reviewed supplies inventory levels and purchased necessary items.
- Presented and explained work orders to team

## Skills

- |                                   |                     |
|-----------------------------------|---------------------|
| Verifying orders                  | Teamwork            |
| Pharmacy operations               | Empathy             |
| Ordering and stocking medications | Negotiations        |
| Preparing bulk medications        | Organization        |
| Resolving customer issues         | Customer Service    |
| Problem-solving skills            | Conflict resolution |
| Communication                     | Bilingual           |
| Creativity                        |                     |