

JESSICA CLAIRE

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SUMMARY

An energetic Floral Designer recognized as an expert in cultivating relationships with suppliers, consulting with clients to create original visions and artistically arranging beautiful and meaningful creations such as centerpieces, bouquets, arrangements, corsages and boutonnieres.

SKILLS

- Multi-Tasking Abilities
- Floral and Plant Knowledge
- Store Design
- Always Enthusiastic

EXPERIENCE

10/2022 to 11/2022 **DESIGNER**

Hill+Knowlton Strategies – Houston, TX

- Promoted customer satisfaction by recommending flower pairings and greenery options for floral arrangements.
- Communicated clearly and effectively with customers to determine type of arrangement desired, occasion and date, time and location for each arrangement needed.
- Prepared and processed floral orders to customer specifications via phone or resulting from in-store consultations.
- Participated in client consultations to discuss floral designs for special occasions, christenings, weddings and funerals.
- Cut, arranged and produced flower bouquets and potted perennial plants according to customer specifications.
- Set up colorful and inspiring store displays and arrangements.
- Created tabletop and various other custom arrangements or pieces.
- Maintained portfolios of artistic work to demonstrate styles, interests and abilities.
- Pruned flora and fauna to fit perfectly into bouquets and arrangements.
- Answered [Number] calls per shift to assist with customer questions and concerns.

05/2019 to 10/2022 **Floral Department Manager**

Coborn's – Mandan, ND

- Prepared potted plants and bouquets based on customer and store requirements.
- Prepared new flower and greenery shipments for displays and arrangements by stripping leaves below waterline, cutting dry stems, mixing flower food solutions and filling containers with food solutions.
- Maintained thorough knowledge of needs, characteristics and varieties of flowers and greenery used in shop to inform arrangement decisions and provide information to customers.
- Maintained positive energy and enthusiasm in a fast-paced and demanding environment.
- Consulted with clients to develop individual arrangement recommendations based on budget, occasion and preferences.
- Selected, through company order guide, flowers and potted plants aligned with inventory needs and customer demand.
- Provided customers with care directions for flower arrangements, orchids and various potted plants.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Cut, arranged and produced flower bouquets and potted perennial plants according to customer specifications.
- Answered [Number] calls per shift to assist with customer questions and concerns.

06/2019 to 03/2020 **Cashier**

C-A-L Ranch – Draper, UT

- Preserved appearance of store by arranging and replenishing displays and merchandise racks.
- Operated cash register or POS system to receive payment by cash, check and credit card.
- Answered product questions with up-to-date knowledge of sales and store promotions.
- Accepted cash and credit card payments, issued receipts and provided change.
- Learned roles of other departments to provide coverage and keep store operational.
- Completed daily recovery tasks to keep areas clean and neat for maximum productivity.
- Helped customers find specific products, answered questions and offered product advice.
- Directed trash removal and sanitation procedures to keep aisles and register area organized.
- Trained new team members in cash register operation, stock procedures and customer services.
- Processed refunds for worn, damaged and broken merchandise.
- Worked closely with front-end staff to assist customers.
- Helped with purchases and signed customers up for rewards program.
- Answered customer questions and provided store information.
- Processed sales transactions to prevent long customer wait times.
- Scanned merchandise using point-of-sale system for accurate purchase totals.
- Discounted purchases by scanning and redeeming coupons.

03/2014 to 09/2014 **Architectural Assistant**

Alan.T.Hendry – City, STATE

- Assisted clients with being involved in design process with direct contact and support.
- Reviewed and broke down project plans to estimate costs.
- Performed site measurements and gathered details of components to facilitate accurate design.
- Produced appraisals of site conditions and submitted surveys for review.
- Created blueprints using computer-aided design programs such as [Software].
- Built and prepared digital and physical conceptual models.
- Generated ideas as part of early stages of design processes.
- Prepared project documents and reports.
- Drafted detailed drawings of structures, specifying dimensions and materials needed.
- Drafted technical write-ups of past projects for proposals and projects.
- Reviewed contractors' schedules and submission of shop drawings and samples.

EDUCATION AND TRAINING

Horticulture, Botany, Entomology

Saddleback College - Mission Viejo, CA

WEBSITES, PORTFOLIOS, PROFILES

- <https://docs.google.com/presentation/d/18unSBqnxiDjv6VeQ7UOmkaqSdDY4SLeW1qs8WewlGMk/edit?usp=sharing>