

# JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105  
(555) XXX-1000 - resumesample@example.com

## SUMMARY

Compassionate Worship & Arts Pastor bringing more than 15 years' experience in leading community outreach and worship. Successful in working with church committees to grow church and encourage service among members. Committed to providing pastoral care and spiritual leadership to all members of the community.

## SKILLS

- Musical arrangements understanding
- Ministry experience
- Coordinating shows
- Supporting artists
- Improving group sound
- Sound mixing expertise
- Music editing
- Extensive performance background
- Music arrangements
- Musical composition
- Management skills
- Strong creative vision
- Talented public speaker
- Natural leader
- TV and radio background
- Thrives under pressure
- Creative
- Focused

## EXPERIENCE

### 04/2017 to Current Pastor of Worship & Arts

#### Enterprise Rent-A-Car – Allentown, PA

- Played instruments such as organ/piano during worship services and special events, including weddings and funerals.
- Selected soloists from church choir to perform solo parts during choral performances.
- Interviewed and hired musicians or vocalists for special events.
- Organized and led weekly rehearsals for church choir.
- Recruited church members to boost participation in music programs.
- Determined worship service music selections to match sermon tone, biblical stories and readings.
- Led congregation and church choir in song during worship services.
- Played the organ/piano to accompany praise teams.
- Chose and prepared pieces for holidays and special event performances at Rhema.
- Carried out church mission by planning and leading worship services, writing sermons and working with church leaders.
- Chose suitable music for various vocal types and organized rehearsals to ensure performer's readiness.
- Led special musical events including concerts, musical dramas, Vacation Bible School and seasonal services.
- Consulted with pastor regarding hymns, anthems and special music presentations.
- Used computers and synthesizers to compose, orchestrate and arrange music.
- Guided musicians during rehearsals, performances, and recording sessions.

### 12/2017 to 02/2020 Customer Service Agent

#### Maryland Department Of Motor Vehicles – City, STATE

- Performing and Supervising titling and registering vehicles, licensing, and monitoring of drivers, issuing identification cards
- Enforcing insurance and vehicle emissions laws
- Investigating for non-compliance with motor vehicle laws and regulations and other customer support functions.
- Counseling and disciplining employees
- Training and Coaching employees
- Diffusing/resolving volatile customer situations
- Scheduling and staffing
- Evaluating and improving processes and managing public traffic flowIdeal candidates should possess:
- Strong operational and leadership background, preferably in a regulated environment
- Demonstrated leadership skills
- Experience managing multiple divisions
- Strong analytical and problem-solving skills
- Strong team leadership, employee development and managerial skills
- Excellent interpersonal and communications skills
- Strong organization and resource allocation skills
- Strong customer service background

### 04/2013 to 08/2018 Youth Pastor

#### New Gibeah Ministries For Christ – City, STATE

- Worked with senior pastors to lead Sunday morning and mid-week worship services.
- Worked with church leadership, parents and volunteers to establish clear goals and guidelines for church youth.
- Directed weekly youth meetings, special group events and overnight excursions.
- Guided staff and volunteers in administering education, youth, social action, fellowship and pastoral care ministry programs.
- Led outreach initiatives to reach out to unchurched, inactive or new residents in community.
- Managed ministry budget and documented all purchases.
- Demonstrated effective leadership to church, including managing daily operations, developing and administering annual budget and promoting compassionate pastoral care to members and public.
- Coordinated with stewardship committee to advocate biblical stewardship when promoting congregational benevolence.
- Visited, counseled and prayed with church members to provide pastoral care.
- Developed and cultivated professional relationships with various third parties, including city officials, civic groups and members of public, improving engagement in ministry activities.
- Reached out to unchurched, new residents or inactive church members.
- Brought attention to youth ministry contributions through congregational awareness initiatives.
- Improved operations and functions of church committees by clarifying objectives and empowering other committee members to take responsibility.
- Monitored program budgets and costs to verify expenses were within budget parameters.

### 02/2015 to 12/2017 Praise & Worship Leader

#### Shachah World Ministries – City, STATE

- Evangelized faith to people by providing individual counseling and leading groups in teaching, song and prayer.
- Spread faith through various evangelistic means, including preaching, Bible readings and group activities.
- Applied conflict management and communication skills toward de-escalating local conflicts.
- Memorized musical selections, routines and cues while singing acapella with accompaniments.
- Created agendas and communication materials for team meetings.
- Chose suitable music for various vocal types and organized rehearsals to ensure performer's readiness.
- Chose suitable music for vocal types and organized rehearsals to prepare members for performances.

## EDUCATION AND TRAINING

### 06/2010

#### High School Diploma

Dr. Henry A. Wise Jr. High School - Upper Marlboro, MD

### 05/2013

#### Associate of Arts: Liberal Arts And General Studies

Garrett College - Mchenry, MD

## Criminal Justice

College of Southern Maryland - La Plata, MD

## ACCOMPLISHMENTS

Featured singer on a gospel album entitled "Let Freedom Ring" produced by Norris Garner

Sung background for many gospel and secular artist such as Isaiah Thomas, Daniel Austin, Norris Garner, etc.

## ACTIVITIES AND HONORS

- Member, Alumni Association

## CERTIFICATIONS

- Ordained Elder in the Lords Church

- Licensed Minister

- First Aid/CPR

- Microsoft Office Specialist (MOS)

- Salesforce

- Project Management Professional (PMP)