

Jessica Claire

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Professional Summary

Student with diverse and broad globalized background. Enthusiastic team player dedicated to develop and acquire personal skills and business growth.

Skills

- Tech savvy
- Strong communication
- Solid relationships
- Good organizational skills
- Interpersonal skills
- Delegating skills
- Strong graphic and visual sense
- Works well under pressure
- Customer relations
- Multi-operations management
- Personnel management
- Inventory control
- Talented multi-tasker
- Microsoft Office Suite expert
- Visionary

Work History

06/2014 to 07/2014 **Supply Chain Management Internship**

Leo Madeiras – City, STATE

Follow the daily routine in all different areas of supply chain management and logistics.

- Personal delivery of products to consumer
- Track and receive goods from providers
- Track and storage of merchandise
- Daily routine of the separation of goods
- Inventory control
- Expedite Activities
- Routine and processes at the Central Services area
- Learned to operate systems: Transporte, Road Net, TMS, and Galileu
- Customer Satisfaction

07/2014 to 11/2014 **Statistics Tutor**

Pace University – City, STATE

Tutored students from Pace in statistics and other subjects involving math

01/2016 to 02/2016 **Ambassador, CFO Assistant**

Young Mind For Gender Equality – City, STATE

- Reached renowned and established companies to meet and discuss gender equality awareness and establish partnership
- Gathered information about students and develop a list of ambassadors to join the foundation

04/2016 to 05/2016 **Assistant Manager and sales**

Luis Maluf Art Gallery – City, STATE

- Dealt art and developed potential buyer strategy and art lab development

Education

Study Abroad Fall 2010/Spring 2011

The Newman School - 247 Marlborough St, Boston, MA 02116

2013 **High School Diploma**

Escola Maria Imaculada (Chapel School) - R. Vig. João de Pontes, 537 - Santo Amaro, São Paulo - SP, 04748-000, Brazil

- International Baccalaureate Certificate Diploma
- American Diploma
- Brazilian Diploma

Study Abroad Spring 2015

Regent's University London - Inner Cir, London NW1 4NS, UK

Current

BBA: Business Administration- Economics Minor

Pace University - 1 Pace Plaza, New York, NY 10038