

# Jessica Claire

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## SUMMARY

Highly motivated Sales Associate with extensive customer service and sales experience. Outgoing sales professional with track record of driving increased sales, improving buying experience and elevating company profile with target market.

## HIGHLIGHTS

- SEO and Google Analytics Adobe Photoshop
- Social Media Marketing Adobe InDesign
- Web Content Development Microsoft Word
- E-Commerce Training Microsoft Excel
- Website Optimization Training Microsoft PowerPoint
- Project Management Basic HTML Programming
- Layout Design Google Analytics
- Infographic Design Hindi
- Photo Editing Gujarati
- Market Research Basic French
- Public Relations Basic Spanish

## ACCOMPLISHMENTS

## EXPERIENCE

**EVENT MANAGEMENT INTERN** 03/2016 to 10/2016

**Jostens | Minot, ND**

- Assisted in floor plan designs, logistics and effective onsite management Handled attendees inquiries and directed them to the appropriate personnel according to their needs Ensured customer satisfaction by providing exceptional customer service to clients.

**MARKETING INTERN** 08/2015 to 12/2015

**Chicago Public Media | Chicago, India**

- Provided monthly chemical import and export analyses for major customers using Microsoft Excel Provided market analyses for various chemical compounds Created multiple presentations for use to expand our customer base Planned out travel itineraries for international customer visits Assisted in planning a cubicle for the annual CPHI trade show.

**SOCIAL MEDIA INTERN** 06/2015 to 08/2015

**Gartner | Myrtle Point, OR**

- Responsible for scheduling posts for various social media platforms Responsible for interacting with and engaging followers Used social media strategies to increase the website return rate Produce monthly newsletters using Constant Contact and Adobe InDesign Produce posts for multiple social media platform using Adobe Photoshop while adhering to company branding standards.

**CASHIER** 12/2013 to 12/2016

**Homestead, FL**

- Prepared analysis of tax expenses for month-end accounting review Greeted customers as they arrive and direct them to merchandise they need Assisted customers with buying decisions when required Operate cash register and adding machine in order to manage cash for sold items Stocked items when required Edited inventory for new shipments Prepared analysis of tax expenses for month-end accounting review Checked figures, postings and accounting documents for correct entry, mathematical accuracy and proper coding.

## EDUCATION

**BBA | Marketing and International Business** 2016

**The University of Georgia, Athens, Georgia**

Marketing and International Business

## SKILLS

accounting, adding machine, Adobe Photoshop, Basic, branding, cash register, clients, customer satisfaction, customer service, E-Commerce, floor plan, Basic French, Google Analytics, Hindi, Basic HTML, Adobe InDesign, inventory, Layout Design, logistics, Market Research, market, Marketing, Microsoft Excel, Microsoft PowerPoint, Microsoft Word, newsletters, Optimization, personnel, Photo Editing, presentations, coding, Programming, Project Management, Public Relations, scheduling, social media platform, social media platforms, Spanish, tax, Website, Web Content Development