

JESSICA CLAIRE

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

Professional Summary

Accomplished office support professional with experience addressing various business office needs, including file and document management, inventory allocation and technical training. Proficient in maintaining stringent financial controls and timelines. Diplomatic and professional when communicating with stellar time management and multitasking expertise. Also, a productive Digital Arts Teacher and Internship Coordinator with excellent problem-solving and time management skills. Teach students fundamentals of Adobe Illustrator, InDesign and Photoshop, Yearbook and Photography. Organized and efficient with maintaining student records and completing progress reports.

Skills

- Group and individual instruction
- Digital Arts education
- Progress reporting
- Good telephone etiquette
- Interpersonal Communication
- Collaboration
- Customer service
- Responsible
- Computer proficiency
- Verbal and written communication
- Meeting minutes
- Spreadsheet management
- Patient Scheduling

Work History

Digital Arts Teacher & Internship Coordinator, 08/2016 to Current

Kimberly-Clark Corporation – TX, State

- Inspired students and assisted in developing creativity and self-expression through various art forms and media.
- Taught students to identify key elements of style, intent and emotion when experiencing art.
- Provided feedback to students and parents on progress and abilities.
- Maintained student attendance, grades and other required records using FACTS.
- Achieved student participation through relevant and real-life experiences to maintain student interest and stimulate student creativity.
- Observed pupils' work to determine student progress or make suggestions for improvement.
- Planned and executed activities to promote Adobe Illustrator, Adobe Photoshop and Adobe InDesign development.
- Oversaw groups of students at school and off-site locations during their Internship hours, maintaining optimal safety and security.
- Collected timesheets from students for their attendance at their internship sites and graded these timesheets.
- Helped students network and find internship locations.
- Kept in constant communication with Internship sites & supervisors to gain feedback on student expectations.

EAP Administrative Assistant, 08/2015 to 08/2016

Parkview Regional Medical Center – City, STATE

- Maintained and updated patient records through data entry and paper charts.
- Managed office logistics by scheduling appointments, maintaining files and entering client data.
- Adhered to strict HIPAA guidelines at all times to protect patient privacy.
- Kept waiting room neat and organized at all times by stacking magazines, removing trash and overseeing cleaning.
- Adeptly managed multi-line phone system and pleasantly greeted all patients.
- Scheduled appointments for counseling sessions on multiple counselor calendars using a desktop calendar software.
- Completed skilled administrative work to support all office staff and operational requirements.
- Scheduled, rescheduled and handled cancelled appointments for clients.
- Participated in employee staff meetings, advising leadership on resources needed and receiving information to be disseminated
- Organized paperwork such as charts and reports for office and client needs.

Child Care Specialist & Front Desk Coordinator, 03/2013 to 06/2015

Max Fitness Fort Wayne – City, STATE

- Enforced rules and managed behavior through developmentally appropriate discipline.
- Taught children to organize toys, wash hands and share by leading by example.
- Monitored entrances and exits to maintain safety and organized environments.
- Observed play activities to identify positive behaviors and areas in need of improvement, implementing behavior redirection where appropriate.
- Sanitized dishes, tabletops, toys and frequently touched surfaces to prevent spreading of germs.
- Cared for children ages 0 to 12 in nurturing and age-appropriate way.
- Managed safety and security of all children under care.
- Answered multi-line phone system to respond to inquiries and transfer calls to correct departments and personnel.
- Greeted guests at front desk and engaged in pleasant conversations while managing check-in process.
- Confirmed relevant guest information and payment methods to prevent fraud.
- Assigned dressing room facilities, locker space or clothing containers to patrons of athletic or bathing establishments.
- Responded to guest requests for assistance, toiletries and personal care items.
- Provided towels and sheets to clients in public baths, steam rooms and restrooms.

EAP Administrative Assistant , 10/2010 to 11/2012

Parkview Regional Medical Center – City, STATE

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Administrative Assistant, 10/2008 to 05/2010

University Of Saint Francis – City, STATE

- Arranged programs, events or conferences, including booking facilities and caterer.
- Prepared records such as agendas, notices and minutes.
- Maintained office supply inventory and ordered supplies.
- Handled incoming calls and correspondence and responded as directed.
- Monitored credit card transactions and prepared expense reports.
- Managed complex and detailed projects for executives by ensuring budget adherence and timely delivery.
- Created and maintained detailed administrative processes and procedures to drive efficiency and accuracy.
- Interacted with vendors, contractors and professional services personnel to receive orders, direct activities and communicate instructions.
- Drafted agendas, recorded minutes and created documents for Department Chair meetings.
- Provided administrative services, including phone and email correspondence, making copies and handling incoming and outgoing mail and faxes.
- Composed and proofread memos, letters and reports to verify error-free communication.
- Prepared packages for shipment, pickup and courier services for prompt delivery to customers.

Education

Bachelor of Science: Business Management

Western Governors University - Salt Lake City, UT

Associate of Applied Science: Business Administration, 10/2003

Harrison Business College - Fort Wayne, IN