

# Jessica Claire

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**SUMMARY** Motivated pre-vet student seeking employment in Veterinary Medicine to gain hands-on experience. Outgoing and friendly with strong drive to succeed. Experienced with farm animals as well as domestic pets. Experienced in supervisor roles, training others, and working with money.

**SKILLS**

- Budget controls
- Database documentation
- Customs compliance
- Project planning and scheduling

**EXPERIENCE** **AVIATION RESOURCE MANAGER** 09/2018 to CURRENT

**Nebraska Medical Center | Bellevue, NE**

- Led and managed projects to support logistics efforts and plans.
- Utilized ordering, tracking and billing systems and associated processes.
- Identified opportunities to reduce cost and improve productivity.
- Supervised staff of seven in daily activities, delivering continuous training and coaching to bolster each employee's skill set.
- Created policies and procedures to inform and educate personnel on logistics activities.
- Handled departmental scheduling to maintain proper staffing for shifts.
- Established lasting relationships with clientele through effective issue resolution and negotiation, boosting business opportunities.
- Established strategies to address changing market environments and Internet technology.
- Implemented on-the-job training activities to cross-train employees on various tasks.
- Monitored spending to ensure that expenses are consistent with approved budgets.

**DAYCARE TEACHER**

06/2018 to 08/2018

**Hand & Stone | Bonaire Acres, SC**

- Communicated with children's parents and guardians about daily activities, behaviors and problems.
- Taught children foundational skills in colors, shapes and letters.
- Controlled classroom environments with clearly outlined rules and positive reinforcement techniques.
- Monitored children's play activities to identify additional learning opportunities or behavioral issues.
- Enhanced sensory abilities by giving children access to numerous textures and shapes.
- Sparked creativity and imagination by helping children discover new things each day.
- Read aloud and played alphabet games to encourage early literacy.
- Introduced learning activities and imaginative play materials for children to explore and manipulate.
- Identified symptoms of emotional and developmental issues and alerted parents or guardians.
- Read stories to children and taught painting, drawing and crafts.
- Maintained daily records of individual activities, behaviors, meals and naps.
- Observed children to record development.
- Observed children for signs of illness, injury, emotional disturbance, learning disorders and speech problems.

**RECEPTIONIST**

01/2017 to 08/2017

**Dr. Pavari | City, STATE**

- Scheduled and confirmed appointments.
- Answered and directed incoming calls using multi-line telephone system.
- Delivered administrative support to team members by making copies, sending faxes, organizing documents and rearranging schedules.
- Maintained daily calendars, set appointments with clients and planned daily office events.
- Processed payments and updated accounts to reflect balance changes.
- Sorted incoming mail and directed to correct personnel each day.
- Screened and verified visitors for identification credentials and purpose of visit to maintain security of personnel and office environment.
- Managed more than twenty incoming calls per day.
- Directed and oversaw office personnel activities.
- Coordinated and communicated with fifteen clients daily to gather pertinent information.
- Checked emails and patient documents for proper formatting, grammar and spelling.
- Drafted professional business communication and answered phone calls and emails.
- Answered phone calls, provided information to callers and connected callers to appropriate people.
- Handled payment processing and provided customers with receipts and proper bills and change.
- Welcomed patrons to front desk and engaged in friendly conversations while conducting check-in process.
- Greeted incoming patients and verified paperwork to manage smooth intake processes.
- Managed customer complaints and rectified issues to complete satisfaction.
- Documented and routed business correspondence to manage office paperwork.
- Pulled and organized requested documentation.
- Maintained front office cleanliness and organized supplies to increase the filing task productivity.
- Prepared daily shift close reports and balanced cash register to accurately reflect all transactions.
- Reviewed safety, health and sanitation processes throughout areas and enforced rules to promote security and safety.
- Delivered key administrative support to coworkers, taking on additional tasks during peak times.
- Maintained accurate bookkeeping of important files, running reports and delivering updates on occupancy and revenues.

**EDUCATION AND TRAINING**

**High School Diploma**

**Petrolia High School, Petrolia, TX**

**Bachelor of Science | Biology**

**University of North Dakota, Grand Forks, ND**

05/2025