

# JESSICA CLAIRE

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## Professional Summary

Talented Consultant with excellent client oversight, issue resolution and presentation skills. Highly skilled at juggling multiple tasks and projects.

Hardworking Consultant gifted at turning prospects into clients by delivering exceptional presentations. Engaging and personable with expertise managing key milestones and delivering exemplary customer service. Outstanding motivator possessing first-rate intercommunication skills to work across organizational levels.

Experienced as Recruiter specializing in compliance

As well as outside sales and marketing manager skills. Fully bilingual English in Spanish

## Skills

- Problem Resolution
- Knowledgeable in System
- Project Management
- Strategic planning
- Network Development / Operations
- Team Leadership & Development
- Processes and procedures
- Client Relationships

## Work History

**Consultant**, 06/2015 to Current

Hillard Heintze – Washington, DC

- Determined areas for improvement and implemented processes to alleviate problems.
- Developed service plans in consultation with clients, and performed follow-ups assessing quantity and quality of services.
- Troubleshoot issues by understanding issue, diagnosing root cause and coming up with effective solutions.
- Created and optimized records management strategies to coordinate and protect information.
- Boosted success of client's organization by improving performance, motivation, job satisfaction, hiring practices, training programs and management systems.
- Prioritized projects and project tasks depending upon key milestones and deadline dates.
- Performed business research and financial analysis.
- Evaluated clients' needs and created plan of action to provide solutions.
- Developed Type solutions based upon clients' strict requirements.

**Project Manager/ Marketing Coordinator**, 12/2012 to 04/2019

Pyramid Hotel Group – Spartanburg, SC

- Provided management for internal personnel, contractors and vendors.
- Oversaw high profile projects for by planning, designing, and scheduling phases.
- Fostered relationships with vendors to promote positive working relationships.
- Reined in project costs while meeting key milestones.
- Updated operational methods, oversaw accounting procedures, tracked information and compiled data to improve efficiency.
- Developed and initiated projects, managed costs, and monitored performance.
- Tracked project and team member performance closely to quickly intervene in mistakes or delays.
- Maintained open communication by presenting regular updates on project status to customers.
- Recruited and oversaw personnel to achieve performance and quality targets.
- Managed projects from procurement to commission.
- Identified, reviewed and applied policies and procedures.
- Boosted revenues by coordinating and executing projects and growing inventory diversity.
- Drove team success through shared vision and recognition of quality performance.
- Headed project teams specializing in design and launch activities.
- Built successful project plans covering objectives, resources and staffing to meet schedules.

**Executive Housekeeping Manager**, 04/2005 to 06/2010

Department Of Defense – Fort Huachuca, AZ

- Streamlined weekly cleaning schedule for Number employees.
- Inspected facility cleaning and maintenance to prevent mistakes and maintain quality service.
- Completed laundry services with special attention to care instructions for hand-washing and dry cleaning.
- Implemented new cleaning processes and team strategies to reduce necessary man-hours by Number hours per week.
- Recommended or arranged for painting, repair work, renovations and replacement of furnishings and equipment.
- Coordinated daily workflow through task prioritization and concise scheduling.

+ Edit or add your own

- Selected most suitable cleaning materials for different types of linens, furniture, flooring and surfaces.

**Manager**, 12/1998 to 04/2005

Pizza Hut – City, STATE

- Controlled costs and optimized spending via restructuring of budgets for labor, capital assets, inventory purchasing and technology upgrades.
- Evaluated report data to proactively adjust and enhance operations.
- Onboarded new employees with training and new hire documentation.
- Raised performance in areas of sales, management and operations by identifying and targeting areas in need of improvement.
- Accomplished multiple tasks within established timeframes.
- Conducted monthly inventories of raw materials and components on work floor.
- Evaluated employees' strengths and assigned tasks based upon experience and training.
- Cross-trained existing employees to maximize team agility and performance.
- Established and updated work schedules to account for changing staff levels and expected workloads.
- Maximized performance by monitoring daily activities and mentoring team members.

## Education

Nursing, 07/2001

Wytheville Community College - Wytheville, VA

Diploma : Architectural Drafting Technology, 06/1996

Patrick County High School - Stuart, VA

Certified Nursing Assistant License: Nursing Assistance, 05/1996

Wytheville Community College - Wytheville, VA

## Certifications

A licensed minister in the state of Ohio

Licensed notary in the state of Ohio