

JESSICA CLAIRE

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Summary

Dedicated and focused Project Management Specialist with over 7 years of experience excelling at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Flexible, detail-oriented and adaptive team player with expertise in equipment operation, staff training and development, customer service and process improvements.

Skills

- Workforce Training
- Budgeting and Forecasting
- Work Flow Planning
- Performance Improvements
- Staff Management
- Multi-Unit Operations Management
- Work Planning and Prioritization
- Performance Monitoring
- Complex Problem Solving
- Team Collaboration
- Verbal and Written Communication
- Customer Relationship Management
- Project Management
- Client Relations

Experience

Project Manager/Mitigation Manager, 06/2017 to Current

Rollins, Inc – Stafford, TX

- Built and established strong partnerships with teams, vendors and contractors.
- Created project plans with established timelines, assigned to appropriate teams and managed workflow throughout construction.
- Led meetings with internal team members, consultants and contractors.
- Forecasted, scheduled and monitored project timelines, personnel performance and cost efficiency.
- Developed solutions to project risks and issues, meeting quality and timeline goals and objectives.
- Identified needs and coordinated resource allocation to deliver quality standards on time and within budget.
- Conducted periodic inspections of job sites for quality and progress.
- Created team objectives and roles with specific goals outlined for each individual.
- Drove continuous improvement of project delivery process by providing strong leadership.
- Made changes to project scope and cost and implemented most effective change management processes to keep project up-to-date.
- Generated and tracked change orders and other contractual modifications affecting budget and schedule.
- Focused on project monitoring and management by developing forecasts and tracking expenses.
- Drafted project construction schedule and updated as job progressed.

D&E Operator/Material Handler, 08/2009 to 12/2017

Eenergy – City, STATE

- Addressed problems quickly and reported clear information while working under minimal supervision.
- Reported safety hazards for remediation response.
- Provided friendly and professional assistance to employees, visitors and customers.
- Maintained high levels of alertness throughout shifts.
- Completed required shift logs and reports, highlighting routine activities, suspicious circumstances and critical incidents.
- Detected emergency situations through keen listening and close observation to respond appropriately to alarms.

Agricultural Worker, 06/1998 to 08/2009

Countryside Cooperative – City, STATE

- Operated tractors, tractor-drawn machinery and self-propelled machinery to plow, harrow and fertilize soil.
- Applied fertilizer to ground to enhance growth.
- Directed and monitored work of casual and seasonal help during planting and harvesting.
- Mowed, weed-whacked and mulched planted areas and lawns.
- Mixed animal feed, additives and medicines in prescribed portions.
- Deadheaded annuals and flowering perennials to encourage further flowering and growth.
- Applied pesticides to rid grounds of mosquitoes, wasps and ticks.
- Sprayed chemicals with self-propelled sprayer on plants and harvest crops.
- Mulched and fertilized crops to improve yield.
- Loaded and unloaded feed, chemicals and equipment from trucks.

Pest Control Service Technician, 08/1996 to 08/1998

Nebraskaland Exterminator – City, STATE

- Detailed every job in well-written report, pointing out sanitation and structural issues that could result in pest activity.
- Identified pest issues, placed traps and bait and removed dead pests after extermination.
- Suggested natural pesticides to eliminate pantry moths, fruit flies and stink bugs.
- Followed strict corporate and regulatory protocols governing pesticide and insecticide application.
- Established professional relationships with customers to identify and solve pest problems.
- Identified most effective chemicals and treatments for use against specific pests.
- Conducted interior and exterior pest control services to alleviate mice and insects.
- Inspected building perimeters to determine pest point of entry.
- Recommended company products and services to prevent repeat infestations and boost sales of elimination solutions.
- Explained and reviewed service agreements with customers to cultivate understanding and customer satisfaction.
- Met with customers at residences and places of business to check on pest and rodent situations.
- Followed all company protocols when applying pesticides on the inside and outside of structures.
- Adhered to safety procedures when applying pesticides to reduce exposure to people and animals.
- Applied pesticides and other control strategies to manage pests.
- Maintained knowledge and adhered to state rules and regulations.
- Set mechanical traps, baits and glue boards to remove pests from interior areas.
- Inspected buildings and facilities to determine appropriate pest control measures.
- Utilized appropriate protective gear and equipment during application.
- Mixed chemicals based on property and climate conditions to deliver optimal elimination and prevention efficiency.
- Recognized for consistent quality service and efficiency.
- Inspected facilities to determine infestation source and appropriate treatment.
- Determined which method of elimination would be the most effective depending upon the type of pest and degree of infestation.
- Identified infestations and isolated sources with physical inspections of premises.
- Attended workshops and seminars hosted by employer to keep current on methods regarding pest control.
- Calculated fumigant and chemical applications requirements based on size of building and exterior footprint.
- Fostered customer safety by cleaning and removing pesticides after application.
- Checked sites for leaks by positioning and fastening tarp edges over building and taping vents to create airtight environments.

Education and Training

High School Diploma: 05/1995

Norris High School - Firth, NE