

# JESSICA CLAIRE

✉ resumesample@example.com

☎ (555) 432-1000

📍 Montgomery Street, San Francisco, CA 94105

## SKILLS

- Service monitoring and evaluation
- System monitoring and evaluation
- Inspections and evaluations
- Data gathering and evaluation
- Product sampling and evaluation
- Process evaluation and enhancement
- Measuring and monitoring vitals
- Monitoring standards
- Monitoring and reporting
- Goal establishment and monitoring
- Performance tracking and evaluations
- Vulnerability and risk assessment
- Monitoring track list
- Contract evaluation
- Labor and delivery support
- Assessment reports and other documentation
- Networking and relationship building

## EDUCATION

St Janes Elementary  
San Francisco, CA

High School Diploma

## PROFESSIONAL SUMMARY

Enthusiastic [Job Title] eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of [Task] and [Task] and training in [Skill]. Motivated to learn, grow and excel in [Industry]. Senior [Job Title] and outstanding performer in [Skill] and [Skill] within [Industry]. Proven success in leadership, operational excellence and organizational development with keen understanding of elements of [Type] business. Recognized for inspiring management team members to excel and encouraging creative work environments.

## WORK HISTORY

### USAID - Gender and Inclusion Specialists

City, STATE • 04/2017 - Current

Lead all strategies, assessments and interventions related to women, vulnerable communities, and youth, i.e., social inclusion.

Lead a social inclusion analysis at the start of the project

Develop a social inclusion action plan aligned with the project work plan that details the project’s implementation strategy to social inclusion.

Ensure that gender is mainstreamed across the pClaireram, including training materials, monitoring, operations, policies, and procedures, and design activities that target women, youth, and vulnerable populations within the scope of the project.

Design and deliver training and technical assistance to project staff and partners on social inclusion.

Support the development of M&E indicators on social inclusion.

Review grantee applications, when appropriate, to Uzbek organizations to guarantee social inclusion compliance.

Provide written input to project work plans, quarterly reports, and annual reports, with attention to gender dimensions of technical activities and operations.

Maintain active relationships with gender specialists and other relevant specialists in related organizations and pClairerams that will benefit the project’s objectives.

- Developed and executed plans to monitor standard process adherence.
- Partnered with cross-functional teams to conduct thorough discovery and due diligence on existing processes.
- Led [Type] team in delivery of [Type] project requiring close cooperation among members to share information and develop solutions to meet broad array of deliverables.
- Resolved conflicts and negotiated agreements between parties in order to reach win-win solutions to disagreements and clarify misunderstandings.
- Evaluated quality problems and performed [Action] to identify and resolve issues.
- Liaised with [Job title] to organize and perform [Timeframe] quality standard training for new and existing staff.
- Collaborated with team to define business requirements for organizational processes, achieve productivity standards and adhere to accuracy standards.
- Analyzed current business plan, identified inefficiencies in existing processes, and tracked performance following implementation of improvements.
- Provided observations, took measurements and performed tests at various stages according to quality control plan.
- Conducted training and change management processes to improve operations.
- Offered data-driven recommendations aligned with overall company strategies and prioritized process improvement initiatives.

### VOX - Agricultural Trade Specialists

City, STATE • 08/2001 - 05/2020

- Increased customer satisfaction and repeat business through relentless pursuit of resolutions to problems arising from [Product or service], protecting company reputation and loyal client base.
- Partnered with cross-functional teams to conduct thorough discovery and due diligence on existing processes.
- Evaluated quality problems and performed [Action] to identify and resolve issues.

### FAO - Monitoring and Evaluation Specialists

City, STATE • 07/2008 - 05/2014

Develop strategies to provide strength to various pClairerams and monitored its performance.

Managed all qualitative data collection activities and provided support to various technical teams.

Provided technical assistance in building internal systems and standardized all reports for grants.

Monitored all processes and ensured support for quality assurance pClairerams in various related pClairerams.

Evaluated quarterly and monthly reports and ensured compliance to all internal requirements.

Assisted operational staff in monitoring and planning various expenditures for pClairerams.

Managed data and reviewed its monitoring on a regular basis and performed tests on data flow mechanisms.

Administered operational research activities and ensured effective implementation.

- Provided observations, took measurements and performed tests at various stages according to quality control plan.
- Identified and resolved process issues to encourage smoother procedures, more efficient workflow and overall business growth.

## ACCOMPLISHMENTS

- Supervised team of [Number] staff members.
- Increased sales [Number]% over [Timeframe].
- Used Microsoft Excel to develop inventory tracking spreadsheets.
- Documented and resolved [Issue] which led to [Results].
- Collaborated with team of [Number] in the development of [Project name].
- Improved relationship with [name of customer] by developing a unique business intelligence solution to meet complex requirements.
- Modified and improved existing databases to reduce processing time by [number] and improve accuracy by [number]%.
- Made recommendations on business intelligence tools to cut processing time by [number].
- Developed methods to integrate [name of process] and [name of process] to significantly improve workflow efficiency.
- Designed clear, concise, and understandable courses that were utilized by trainers throughout the company in office locations worldwide.
- Project Management - Coordinated with third-party development team on engineering and professional service activities and tasks.
- Spearheaded a large-scale client project as a result of skill set and education and completed the project two weeks ahead of schedule.
- Provided extensive technical support to the customer which boosted company profit margins by [Number]%.
- Developed detailed and well-received test plans, test cases and test scripts that became company standards.
- Took on tasks originally assigned to peers to decrease their workloads, completing them within expected time constraints.
- Product Development - Worked on scalability and optimization of production environment.
- Monitored and assessed issues that arose with clients, ensuring immediate resolution which promoted stronger relationships and resulted in more lucrative projects.
- Cultivated long-term relationships with product marketing, software, and hardware personnel through dynamic listening and communication skills.
- Disaster Recovery Planning: - [Describe accomplishment 1].[Describe accomplishment 2]. Technical Support: - [Describe accomplishment 1].[Describe accomplishment 2].
- Performance Management - Successfully deployed complex end-to-end business intelligence solutions that delivered business value to functional organizations.Facilitated effective working relationships between client, partners and project teams throughout project lifecycles.
- Explained risk management strategies to management staff which enabled issues to be resolved prior to project implementation, preventing the waste of valuable resources.
- Quality Control - Proofread and edited all presentation materials prior to send-off to ensure accurate reporting of company data.
- Analysis and Development - Resolved core issues through the redesign of the broker data model, data house-holding processes and daily round-trip database synchronization.Set new standards for virtually 100% code coverage, while piloting Oracle Designer.
- Developed strong relationships with third-party vendors, which enabled [Name of company] to receive competitive material pricing, reducing costs by [Number]%.