

# JESSICA CLAIRE

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## Professional Summary

Grew up the oldest of 5 siblings with a single mother. I've always had the mentality that nothing is giving and everything must be earned, and that with hard work you can achieve anything you set your mind to. Throughout my life i have become a Perceptive educator with solid record of accomplishment in attaining and surpassing targets during 2019-2020 career. I Stay on top of trends in education to maintain modern, efficient systems meeting needs of diverse students. Solid relationship-builder with decisive approach to solving operational problems. Goal-oriented Combat Marksmanship Instructor dedicated to strengthening administrative operations to streamline costs and enhance procedures. Cultivate long-lasting relationships with students and staff to strengthen program success. Motivational leader with top-notch communication, organizational and strategic planning abilities. Detailed Fiscal Chief possessing first-rate inventory management, administrative and logistical management capabilities. Recognized for maintaining proper accountability, inventory and readiness of property valued at more than \$100,000.00. Committed to exceeding mission objectives, visions and goals. Motivated Supply Administration Operation Specialist with 3 years of experience coordinating supply activities. Inspects and receives equipment, conducts inventory counts, and maintains stock records. Agricultural Worker acquainted with use, care and operation of light and heavy agricultural equipment. Trained on safety procedures for handling hazardous materials and operating heavy equipment. Tended to crops and plants while maximizing efforts to prevent pests and crop death using organic methods. Skilled Farm Laborer with an open schedule and good physical fitness level to take on any task. Successful at working a wide range of jobs in any weather to support all farm needs. Looking for a new long-term position. Hardworking Picker with dependable and reliable nature. Experience operating man lifts, harvesting equipment and tractors safely. Bilingual in Spanish an English.

## Skills

- Computer skills
- Responsible
- Planning and Coordination
- Customer Service
- Leadership
- Conflict resolution
- Excellent work ethic
- Teamwork
- Good listening skills
- Reading comprehension
- Detail-oriented
- Teambuilding
- Multitasking abilities
- Collaboration

## Work History

### Supply Administration Operation Specialist, 07/2017 to Current

United States Marine Corps – City, STATE

- Implemented logistics support plans to manage advanced shipment of hazardous goods.
- Optimized student educational strategies with clear advice on course choices, progression and career options.
- Devised strategies to reduce expenses, modernize operations and revamp procedures to improve institution operations.
- Kept institution financially sound by tracking expenses and maintaining detailed records.
- Stored items in warehouses, tool rooms and supply rooms.
- Monitored inventory paperwork and ordered supplies, keeping warehouse fully stocked during high-volume periods.
- Identified material and logistics requirements to create purchasing requisitions.
- Used GCSS-MC, PR builder and hard copies to maintain proper records of outgoing and incoming stock.
- Verified inventory computations by comparing to physical counts of stock, and investigated discrepancies or adjusted errors.
- Monitored and controlled resources to prevent spending of organization's money.

### Marksmanship Instructor, 04/2019 to 08/2020

United States Marine Corps – City, STATE

- Evaluated and revised lesson plans and course content to facilitate and moderate classroom discussions and student-centered learning.
- Educated students on Marksmanship skills and Safely applying variety of instructional techniques, including hands-on curriculum.
- Defined and articulated learning outcomes, including measurements, performance metrics and changes to improve student learning.
- Reviewed class and student records to look for areas in need of improvement and implement plans of action.
- Implemented and optimized new curriculum and day-to-day instruction to align educational strategies with industry best practices.
- Initiated new learning methods, promoting total student comprehension while curbing learning time.
- Monitored student progress through test administration and adapted learning plans to optimize progress.
- Observed other instructors and lecturers, gathering valuable techniques to be implemented into future lectures and courses.
- Encouraged everyone to cultivate strong work ethic by demonstrating diligence, patience and respect for others.
- Enhanced productivity by guaranteeing timely emergency response with no service delivery issues.
- Reduced risks and emergency response issues by observing public safety field units.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Instructed and evaluated students in performing preventive weapons maintenance and pre-marksmanship.
- Performed inspections of small arms issues to determine serviceability and condition, modifications required and extent of repairs necessary.
- Maintained accountability of sensitive items through daily inventory, secure storage and proper equipment issuing documentation.
- Maintained energy and enthusiasm in fast-paced environment.
- Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.
- Exceeded goals through effective task prioritization and great work ethic.

### Agricultural Worker, 06/2015 to 06/2017

Pride Packing Co – City, STATE

- Handled and moved various plants and produce using tractors and wheelbarrows.
- Harvested and inspected Apple, Pear, peach and Cherry crops.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Exceeded goals through effective task prioritization and great work ethic.
- Worked flexible hours; night, weekend, and holiday shifts

## Education

### High School Diploma: 06/2017

Davis High School - Yakima, WA