

JESSICA CLAIRE

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SUMMARY

Highly motivated Sales Associate with extensive customer service and sales experience. Outgoing sales professional with track record of driving increased sales, improving buying experience and elevating company profile with target market.

HIGHLIGHTS

- Guest services
- Inventory control procedures
- Merchandising expertise
- Loss prevention
- Cash register operations
- Product promotions

ACCOMPLISHMENTS

EXPERIENCE

01/2007 to 01/2015 **Hydraulics Specialist Assistant**

Action Hydraulics â€“ City, STATE,

- Acquired the skills and knowledge necessary for electronic and hydraulic lift operations and maintenance.
- Further developed task management and organization skills in a hands on team environment.
- Performed numerous tasks including transportation, heavy lifting, loading, securing and unloading of various equipment from 50 to 2,000lbs.
- Organized daily operations as well as necessary equipment for individual tasks.
- Learned expertise on set up and maintenance of electronic and hydraulic equipment by training and working directly with the owner of the company.

01/2012 to 01/2013 **Carpenter/Construction Laborer**

Metier Construction â€“ City, STATE,

- Worked alongside the Construction Foreman to attain quality carpentry skills.
- Acquired many carpentry skills such as metal framing and constructing of metal walls as well as drywall/glass rock installation and repair.
- Earned various machine operation licenses through training and testing.
- Learned to appreciate the values of hard work and construction overall.
- Excelled while accomplishing daily tasks completing them in more than a timely fashion.
- Accepted regular positive feedback from supervisors and construction foreman's.
- Moved up in the company by receiving a raise as well as more hours and a higher position from journeyman to carpenter.

01/2011 to 01/2012 **Gourmet Line Cook**

Emerald City Pizza â€“ City, STATE,

- Made gourmet pizzas and pastas along with specialty items created within the company.
- Completed preparation for daily service and assisted the manager with daily operations.
- Learned to adapt to a high volume and fast paced environment that constantly changed.
- Adopted a professional courtesy and understanding of customer needs.
- Gained an overall respect for the food industry and for customer service.
- Constantly adapted to overcome personal and professional obstacles.
- Consistently earned raises in pay and in hours by arriving early and being the last to leave.
- Promoted in a short time to head line cook by surpassing fellow employees and exceeding expectations both in the kitchen and at the front desk taking food orders.
- Worked to achieve personal greatness as line cook but also with preparation for daily needs and cleanliness of self and equipment.

to 01/2011 **Security Officer/Customer Liaison**

Valor Security Services â€“ City, STATE,

- Immediately trained upon hire and briefed on company regulations and system procedures for Westlake Center Mall.
- Taught specific and detailed guidelines referring to patron/ employee space and behavioral appropriateness.
- Participated in mandatory self-defense and physical training exercises such as handcuff techniques and OC spray.
- Was enrolled in advanced team and self-awareness classes and environment training.
- Continuously aspired to excel within my team and company.
- Exceeded standards of daily operations, training and monthly testing such as detailed incident report writing and UA's.
- Utilized past and newly acquired customer relation skills to satisfy shopping center patrons and ensure a growing customer database.

	<ul style="list-style-type: none"> • Promoted from within to become lead Officer in short time. • Provided favorable specific and overall protection for Westlake Center Mall in downtown Seattle.
01/2009 to	<p>Automobile/Lot Attendant</p> <p>Dougs Hyundai Highway 99 City, STATE,</p> <ul style="list-style-type: none"> • Provided service to vehicles of valued customers. • Provided Valet services and transportation of select vehicles to designated lots and various car dealerships. • Learned to appreciate multiple skills needed while caring for and properly cleaning a vehicle. • Professionally detailed, waxed and buffed select automobiles with various skills and equipment/tools required while applying attention to detail and great precision. • All acquired knowledge through rigorous and professional training. • Acquired knowledge of importance and responsibility of lot security such as detailed awareness of property, opening and closing procedures of multiple large car lots and the Dougs Hyundai dealership.
01/2008 to	<p>Server/Catering Assistant</p> <p>Jazzy Jay's Catering Service City, STATE,</p> <ul style="list-style-type: none"> • Worked as seasonal hire for a family-owned, high class catering service. • Received excellent training in customer service, waiting, bussing and cash handling. • Became familiarized with a wide-array of catering processes and event coordination. • Developed customer relationships and encouraged repeat business by utilizing a personal database. • Continuously finished delegated tasks in a prompt, fast paced work environment where repeat business is highly valued. • Received numerous positive feedback comments from satisfied customers.

EDUCATION

05	<p>H.S. Diploma:</p> <p>Mount Si High School Cedarcrest High School - Snoqualmie, WA</p> <p>GPA:</p> <p>Duvall WA, 06-07.</p>
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SKILLS

attention to detail, automobiles, carpenter, carpentry, cash handling, closing, customer service, database, event coordination, fashion, fast, framing, machine operation, excel, organization skills, processes, quality, receiving, report writing, transportation