



# JESSICA CLAIRE

 resumesample@example

 (555) 432-1000,

 Montgomery Street, San  
Francisco, CA 94105



## PROFESSIONAL SUMMARY

Over 15- years of experience in management and supervision. My time spent in the Navy dealt with highly technical computer repair and reprogramming Mechanically literate, I have dissembled and reassembled multiple computer systems Highly effective in promoting a positive, productive environment. Reputation for excellence and high quality service to clients. Good eye for detail; well organized, skilled in setting priorities. Resourceful and self-confident; can get the job done, and do it well. Strong interpersonal and communication skills. Remain calm and work well under demanding conditions. Strong commitment, vision and leadership. Effective problem solver; thorough researcher. Well organized and focused in coordinating projects. Strong analytical, writing and research skills. Conscientious and thorough with detail. Equally effective working independently and in cooperation with others. Keen perception for extracting important data. Highly motivated to achieve set goals. Successful in mastering new skills through hands-on experience. Effective and persuasive with all segments of the community. Sharp, quick learner; willing to get involved. Strength in analyzing, researching, organizing, and problem solving. Computer literate in MS Word, Excel, Access and Power Point. Able to sustain and remain profitable in business through continual sales and marketing. Effective communicator in selling, not only myself, but the products that I believe in.

SKILLS

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

EDUCATION

New York Chiropractic College  
Seneca Falls, NY • 1 2004

D.C (Doctor of Chiropractic)  
Certified in Physiotherapy:

University Of Southern California  
Los Angeles, CA • 1 1998

M.S.B.A (Master of Science Business Administration): Corp. Law - GPA: Graduated Beta Gamma Sigma Society Graduated Beta Gamma Sigma Society Corp. Law

University Of Southern California  
Los Angeles, CA • 1 1995

B.S: Business Law - GPA: Graduated Beta Gamma Sigma Society Graduated with an emphasis in Corporate Law Business Law Graduated Beta Gamma Sigma Society Graduated with an emphasis in Corporate Law

WORK HISTORY

Greenlee, Hourihan, & Page Chiropractic Inc. - Doctor / Associate  
San Diego, CA, • • 05/2014 - Current

- Diagnosing and treating patients whose health problems were associated with the body's muscular, nervous, and skeletal systems, especially the spine.
- In cases that difficulties can be traced to the involvement of musculoskeletal structures, I manually adjust the spinal column along with the use of physiotherapy, electrical muscle stimulation, Ultrasound, Cryotherapy and Heat therapy when needed.

Dr. Gary L. Carr, DC, PLLC - Doctor / Owner / Business Manager  
City, STATE, • • 05/2011 - 12/2013

- Managed and supervised a small contingent of administrative and medical staff.
- Performed all aspects of hiring, supervising, labor relations and administrative supervision of the staff.
- Additionally, my primary responsibilities included: Diagnosing and treating patients whose health problems were associated with the body's muscular, nervous, and skeletal systems, especially the spine.
- In cases that difficulties can be traced to the involvement of musculoskeletal structures, I manually adjust the spinal column along with the use of Electrical muscle stimulation, Ultrasound, Cryotherapy and Heat therapy when needed.

Dr. Gary L. Carr, DC, PLLC - Doctor / Owner / Business Manager  
City, STATE, • • 12/2005 - 05/2011

- Managed and supervised a small contingent of administrative and medical staff.
- Performed all aspects of hiring, supervising, labor relations and administrative supervision of the staff.
- Additionally, my primary responsibilities included: Diagnosing and treating patients whose health problems were associated with the body's muscular, nervous, and skeletal systems, especially the spine.
- In cases that difficulties can be traced to the involvement of musculoskeletal structures, I manually adjust the spinal column along with the use of Electrical muscle stimulation, Ultrasound, Cryotherapy and Heat therapy when needed.

Francey Chiropractic - Doctor of Chiropractic  
City, STATE, • • 01/2005 - 12/2005

- Diagnosed and treated patients whose health problems were associated with the body's muscular, nervous, and skeletal systems, especially the spine.
- In cases that difficulties can be traced to the involvement of musculoskeletal structures, I manually adjust the spinal column along with the use of Electrical muscle stimulation, Ultrasound, Cryotherapy and Heat therapy when needed.

Vargo Chiropractic - Doctor of Chiropractic Associate Doctor  
City, STATE, • • 06/2004 - 01/2005

- Diagnosed and treated patients whose health problems were associated with the body's muscular, nervous, and skeletal systems, especially the spine.
- In cases that difficulties can be traced to the involvement of musculoskeletal structures, I manually adjust the spinal column along with the use of Electrical muscle stimulation, Ultrasound, Cryotherapy and Heat therapy when needed.

United States Navy - Cryptologic Mechanic Engineer  
City, STATE, • • 01/1988 - 01/1998

- Performed hardware and software isolation and repair of state-of-the-art electronic, computer and network equipment and related systems using complex test and analysis equipment, diagnostic software, hand tools and technical publications.
- Performed computer and electronic system hardware and software installation, configuration and modification; analyze the configuration and monitor the operation of computer telecommunications and networking systems; calibrate and repair a wide variety of precision electronic test equipment; perform information security and computer network defense functions for secure networks and communication systems; maintain fleet cryptologic permanent and Clairey-on direct support systems required in special land, sea surface and subsurface operations.

SKILLS

administrative, art, C, hardware, hand tools, hiring, information security, labor relations, network, networking, networks, publications, software installation, supervising, supervision, telecommunications, test equipment

ADDITIONAL INFORMATION

- ACCREDITATIONS, AWARDS AND ACHIEVEMENTS Board Certified by the National Board of Chiropractors in: Chiropractic Physiotherapy Outstanding Citizen and Business Owner Award Army ROTC - awarded for supporting troops local and overseas Meritorious Achievement Award Displaying Outstanding Character in saving the Life of a shipmate.