

# Jessica Claire

📍 , , 100 Montgomery St. 10th Floor 📞 (555) 432-1000,

✉️ resumesample@example.com 🔗

## SUMMARY

My objective is to obtain a position in a professional environment where my skills are valued and can benefit the organization. My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

## SKILLS

- Ability to work independently with minimal supervision
- Supervise, monitor, track and direct day to day operations of staff
- Previous experience handling medicare/medicaid insurance claims
- Experience in document formatting, proofreading, and administrative assistant duties
- Moderate proficiency with computer and Windows PC applications
- Skilled in Microsoft Works and Excel
- Ability to multi-task with accuracy
- Friendly, positive attitude
- Problem resolution
- Team management
- Reliable & trustworthy
- Supervision & leadership
- Decision-making
- Customer service
- Organizational skills
- Training & development

## EXPERIENCE

### APPAREL TEAM MEMBER

03/2010 to CURRENT

#### New York Presbyterian | New York, NY,

- Followed company standards for merchandise presentation and planograms of best apparel and displays.
- Communicated item availability with retail team members and shoppers.
- Achieved personal and store sales goals with sound customer service and sales protocol.
- Implemented store visual standards with proper product placement and advertisement displays.
- Maintained knowledge of sales and promotions, return policies and security practices.
- Maintained records related to sales for store management.
- Recommended, selected and located merchandise based on customer desires.
- Ticketed, arranged and displayed merchandise to promote sales.
- Maintained proper scheduling to promote company success.

### SECRETARY

02/2005 to 02/2010

#### American Senior Communities | Columbus, IN,

- Developed and maintained filing and retrieval systems; answered and gave information to customers about various products.
- Scheduled appointments with various customers for installments.
- Assisted customers over the phone, and/or via email with layouts and quotes for diverse projects.
- Processed various methods of payments.
- Maintained and organized payroll.
- Trained on Mediasoft billing software.
- Increased sales by 15% within eight months.
- Maintained organized filing system of paper and electronic documents.
- Coordinated communications, taking calls, responding to emails and interfacing with clients.
- Ordered office supplies to purchase items and maintain appropriate levels.
- Drafted agendas, meeting notes and other documents to enhance collaborative process.
- Assisted with accounts receivable and accounts payable functions.
- Anticipated leadership needs by preparing or gathering records, reports and correspondence.
- Sent and distributed mail and parcels.
- Composed and distributed reports, routine correspondence and meeting notes with job-related software.
- Scheduled meetings and sent invitations specifying time and location.
- Managed multiple calendars and contacts using computer software.

### PERSONAL CARE AIDE (PCA)

02/2005 to 11/2006

#### Piedmont Healthcare | Covington, GA,

- Scheduled patient appointments and follow-ups with doctors.

- Provided patient with reliable transportation to and from doctor appointments.
- Made beds, swept floors and sanitized surfaces to support activities of daily living.
- Improved patient outlook and daily living through compassionate care.
- Tracked and reported clients' progress based on observations and conversations.
- Supervised medication administration, personal hygiene and other activities of daily living.
- Assisted with meal planning to meet nutritional plans.
- Engaged with patients and families to provide emotional support and daily living instruction.
- Monitored vital signs and medication use, documenting variances and concerning responses.

#### DIETARY AIDE

2004 to 11/2005

**The University Of Mississippi Medical Center Emergency Room | City, STATE,**

- Served specific meals to patients with special dietary needs.
- Helped with meal prep for daily meals, following strict sanitation and food handling guidelines
- Set tables before patients arrived to maintain meal plan productivity.
- Stocked food and other supplies for main kitchen and units.
- Cleaned and sanitized kitchen, dining and utility areas to promote healthy environment.
- Treated patients and team members with dignity and respect.
- Conducted nutritional assessments of individuals and examined dietary histories to plan nutritional programs.
- Offered alternative menu choices to meet diet prescription guidelines while enabling clients to receive optimal food preferences.

#### EDUCATION AND TRAINING

**Associate of Applied Science | Arts, General Studies**

2017

**Hinds Community College - Jackson Academic/Technical Center, Jackson, MS**

GPA:

**Associate of Applied Science | Science(Criminal Justice**

2008

**Jackson Virginia College, Jackson, MS**

GPA:

**High School Diploma |**

2003

**Lanier High School, Jackson, MS**

GPA:

#### ACTIVITIES AND HONORS

**Valuable Employee/Walmart Supercenter**  
(2011,2014,2016-2021)

**(2015) Leader in immunization to customers with exceptional profit increase**

**Cum Laude (2006)**