

# JESSICA CLAIRE

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## SUMMARY

I am seeking a challenging position in management, where I can apply my experience to a company's objective and profits. I have a discipline approach to the task at hand and the ability to anticipate potential obstacles, which is contributed to a strong record of excellence for getting the job done safely. I am an optimistic & quick learner, I am safety conscious and have excellent organizational and multitasking aptitude. I currently plan and lead individuals in order to complete daily tasks in a timely and safe manner.

## HIGHLIGHTS

- Qualified to operate and train individuals on various equipment.
- Proficient in Microsoft Office
- Proficient in Exeter WMS
- Strategic planning
- Troubleshooting and problem solving
- Flexible
- Dedicated

## EXPERIENCE

01/2015 to Current

### E-commerce Supervisor

Kroger , ,

- Plan and manage daily workload.
- Lead and develop employees through teamwork and create continuous improvement through employee engagement that supports the companies values.
- Continually looking for ways to improve quality, safety, and productivity and communicating those ideas throughout the network.
- Currently helping to organize and lead the Safety Committee

2006 to 2010

### Co-Owner

Marriott International , ,

- Develop and manage projects and budgets
- Experience in Real-estate law and procedures, contact with city offices, screen and select qualified renters.
- I continue to buy/renovate and rent out homes without a business name.

02/2003 to 01/2015

### E-commerce Coordinator

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- Continuously directing and leading individuals to complete the objective.
- Sharp organizational skills preparing work assignments.
- Fostering teamwork by being enthusiastic and having a positive energy.

1998 to 2007

### Agriculture Worker

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- Manage & maintain heavy farm equipment.
- skills gained- responsibility, flexibility, self-determination and confidence.

## EDUCATION AND TRAINING

: Electrical/Electronics Engineering Technology, AAS

Presently attending Owens Community College - Findlay, OH

GPA:

GPA: 3.93

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GPA:

2012 Active Participant in the 5S program

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GPA:

2010 Owens Community College - Toledo OH -Photovoltaic Certification

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GPA:

2007 Training Assistant Position Workshop

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GPA:

2006 Online/Phone course for Mentors of America

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GPA:  
2004 Participated in Best Buy Lean Team

1998

**Graduate:**  
**Riverdale High School - ,**  
GPA:

**SKILLS**

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attention to detail, continuous improvement, logistics, excel, power point, word,  
network, internet research, organizational skills, , safety, teamwork