

JESSICA CLAIRE

, , 100 Montgomery St. 10th Floor
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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.

SKILLS

- Engine cleaning
- Showroom maintenance
- Detailing equipment
- Spot and stain removal

EXPERIENCE

10/2011 to Current **Auto Detailer**

Kar Auction Services â€“ Ft Worth (Ft Worth), TX,

- Vacuumed car interiors to remove dirt and debris.
- Vacuumed interior, cleaned upholstery, rugs and other surfaces and added air fresheners to interior of vehicle.
- Waxed exterior of vehicles, removed compound with soft cloth and buffed to brilliant shine.
- Cleaned cars both externally and internally by hand or with use of automated equipment.
- Washed wide range of vehicles each day.
- Checked vehicles prior to service and immediately afterward to identify damages.
- Applied wax to auto body and wiped and buffed surfaces to prevent oxidation.
- Served clients with on-site detailing services at businesses and homes.
- Maintained cleanliness and presentation of stockroom and organized chemical racks by size, style and color for visual appeal.
- Used steam cleaning equipment to remove dirt from engine and engine compartment.
- Verified attachment of proper stickers and plates to establish status of vehicle.
- Identified issues affecting safety and brought up to shift supervisor for resolution.
- Inspected vehicles thoroughly to recommend changing of auto parts, painting and other necessary services.
- Ordered and restocked supplies to keep workplace operating smoothly.
- Cultivated base of consistent high-end clientele due to exemplary service and competitive pricing.
- Recommended, selected and helped locate out-of-stock merchandise based on customer requests.
- Improved processes and procedures to increase efficiency and eliminate waste.
- Used cleaning, protective and restorative agents to maintain and enhance appearance of vehicles.
- Eliminated preventable hazardous conditions to decrease possibility of injury.
- Performed inspections, maintaining complete and accurate records of vehicle condition.
- Examined interior and exterior of vehicles to identify imperfections outside company standards.
- Supported repair center by shuttling customers and vehicles to various locations.
- Facilitated reconditioning process by moving vehicles from one department to next.
- Applied special-purpose cleaners to remove foreign materials.
- Cleaned upholstery, rugs and other surfaces with cleaning agents to remove dirt and debris.
- Inspected vehicle to verify pristine appearance for customer.

01/2011 to 10/2011 **Automobile Detailer**

Eldorado Resorts, Inc. â€“ Waterloo, IA,

- Vacuumed interior, cleaned upholstery, rugs and other surfaces and added air fresheners to interior of vehicle.
- Waxed exterior of vehicles, removed compound with soft cloth and buffed to brilliant shine.
- Cleaned cars both externally and internally by hand or with use of automated equipment.
- Washed wide range of vehicles each day.
- Checked vehicles prior to service and immediately afterward to identify damages.
- Applied wax to auto body and wiped and buffed surfaces to prevent oxidation.
- Served clients with on-site detailing services at businesses and homes.
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06/2005 to 12/2010 **Housekeeper**

Camelot By The Sea – City, STATE,

- Vacuumed floors and dusted furniture to maintain organized, professional appearance.
- Interacted pleasantly with clients and guests when performing daily duties.
- Moved beds, sofas and small furniture to wipe down baseboards and remove dust and dirt from hard-to-reach areas.
- Removed finger marks and smudges from doors, frames and glass partitions to enhance shine.
- Employed deep-cleaning techniques for areas in need of additional sanitation.
- Emptied wastebaskets and disposed of soiled linens in guest rooms to reduce spread of germs and enhance freshness.
- Dusted ceiling air conditioning diffusers and ventilation systems to improve airflow.
- Laundered sheets and removed stains to restore linens to pristine condition.
- Requested maintenance orders to fix non-working equipment and address room damage.
- Reported maintenance concerns or repairs to appropriate supervisor for prompt remediation.
- Maintained and organized cleaning supplies stock.
- Used cleaning chemicals following proper guidelines.
- Cleaned building floors by sweeping, mopping and scrubbing.
- Returned rooms to occupant-ready status to satisfy future guests.
- Performed linen washing, dishwashing, vacuuming, dusting and mopping.
- Observed sanitation and exposure guidelines, maintaining internal protocols to minimize possibility of on-site infections.
- Staged offered amenities during room turnovers, confirming presence of appropriate signage and personal hygiene products.
- Followed safety procedures when handling materials and discarding waste.
- Stored tools in assigned locations, maintaining clean, orderly storage and maintenance habits.
- Complied with regulations regarding hazardous chemicals storage and disposal, depositing empty containers in appropriate receptacles.
- Informed appropriate facilities personnel of required repairs or upgrades to equipment.
- Maintained prescribed stock levels within housekeeping carts, preserving availability of necessary consumable [Type] fluids and equipment for other personnel.
- Completed daily list of rooms to turnover between guests, consistently meeting deadlines and completing thorough work.
- Coordinated deliveries of extra room furniture, bedding, linens and towels to meet guest needs.
- Reported incidents of property damage to [Job title], documenting destruction for loss prevention purposes.
- Replenished drinking glasses, writing supplies and other hotel amenities to provide elements of comfort and convenience for guests.
- Wrote shift reports detailing housekeeping activities, room vacancies and timekeeping data.

EDUCATION AND TRAINING

06/2005

High School Diploma:

Crestwood High School - Sumter, SC,

GPA:

LANGUAGES

English:
Negotiated: