

# Jessica Claire

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## PROFESSIONAL SUMMARY

Results-driven Finance Executive with 2 years of experience leading high-profile nonprofit and commercial entities through periods of fiscal uncertainty with strategic and tactical financial management. Proven expertise in change management.

## SKILLS

- Service-Oriented
- Strategy Development
- Customer Service
- Social Perceptiveness
- Time Management
- Adaptable to Changing Conditions
- Relationship Building
- Data Analysis
- Critical Thinking
- Team Building Leadership
- Goal Setting
- Willing to Learn
- Business Relationship Management
- Spreadsheet Tracking

## WORK HISTORY

### DIRECTOR OF FINANCE

06/2021 to CURRENT

#### Eldorado Resorts, Inc. | Elgin, IL,

- Assessed expansion plans and presented costs to forecast trends and recommend changes.
- Established and enforced controls on revenue and expenses to protect company assets.
- Built and strengthened productive and valuable industry partnerships to drive collaboration, engagement and revenue stream development.
- Mitigated process gaps and managed financial operational functions.
- Set clear departmental objectives and developed effective strategies to achieve targeted goals.
- Verified compliance of financial policies and accounting procedures against federal regulations.
- Analyzed financial data regarding product performance and customer performance and developed reports for key stakeholders.
- Produced reports outlining financial data to assist management with making strategic plans and operational decisions.
- Analyzed financial statements against forecasts to prepare high-level variance analysis.

### FIELD CREW

02/2019 to CURRENT

#### Chemours | El Dorado, AR,

- Planted bulbs, trees, bushes and flowers for residential and commercial clients.
- Followed planned landscaping designs to determine placement of sod, sown grass, flowers and foliage.
- Mixed and sprayed fertilizers, herbicides and insecticides onto shrubs, trees and grass.
- Cultivated soil and added fertilizer, compost and amendments.
- Maximized water conservation, checking sprinkler spray angles and testing digital controller performance.
- Monitored weekly and daily scheduled tasks to achieve desired workflow speed.
- Planned numerous field operations involving 5 personnel

### LOAN OPERATIONS SPECIALIST

12/2019 to 03/2021

#### Enterprise Bank | Scottsdale, AZ,

- Compiled closing packages for drafting and presentation accuracy.
- Supervised loan personnel and motivated to maintain customer service and performance standards.
- Explained very technical financial information to applicants in easy to understand language.
- Obtained copies of applicants' credit histories and reviewed paperwork to determine feasibility of granting loans.
- Prepared variety of different written communications, reports and documents to ensure smooth operations.

### CUSTOMER SERVICE

10/2016 to 06/2018

#### Rr Donnelley & Sons | Warrenville, IL,

- Stocked Shelves
- Loaded/ Unloaded Trucks
- Organized shelves to maintain store visual appeal
- Promote and Sell Home Appliances
- Open/Close Store
- Accurate Cash Handling Skills
- Balance Cash Drawer

- Best seller seven months in a row
- Handled hundreds of customers in fast-paced retail setting in coordination with solid team of 4 customer service associates

**TANNING ROOST / ASSISTANT MANAGER**

09/2014 to 09/2016

**Pleasant Hill | , ,**

- Provide Customer Service
- Market Salon
- Trained New Employees
- Cleaned Store Daily
- Oversaw all Salon Inventory
- Assisted in Preparing Salon Specials
- Balance Cash Drawer Daily
- Oversaw Daily Deposit
- Assisted in Ordering Salon Product
- Developed loyal and highly satisfied customer base through proactive management of team customer service strategies

**EDUCATION**

**Bachelor of Arts | Finance** 12/2020

**University of Central Missouri, Warrensburg, MO**

GPA:

**Bachelor of Science | Finance**

12/2020

**University of Central Missouri, Warrensburg, MO**

GPA: