

# JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105

Home: (555) 432-1000 - Cell: - resumesample@example.com - -

## SUMMARY

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The purpose of submitting my resume to your company is to obtain a position with the opportunity to utilize my training and skills in the technician industry. I am experienced in warehouse and technician field -wiring XXX A UL soft starters, hard starters while assuring a high level of excellent customer service and satisfaction with maximum productivity; and maintaining a clean and safe warehouse. Also with security experience with skills in Microsoft Office Applications including Word, Excel, CCTV and PowerPoint; I am also competent in customer service satisfaction for installing direct TV and having the ability to gain knowledge of certain products and being able to sell them to the public. I have solid leadership and communication skills. I am also a positive person willing to take on different tasks and eager to learn. These skills are exemplified in my previous employment with Sprecher + Schuh. As a Wire-man and a Warehouse worker my duties ranged from being able to sale products to answering inquiries or repair and wiring enclosures. By applying for this position will allow me to expand professionally and develop and learn new skills. I am a team player-I enjoy being a positive outlet for my fellow co-workers and contributed to the success of others. I would like to thank you all, for your time and consideration. Enclosed is a copy of my resume containing my contact information and my work history. Thanks to all again. Sincerely, Jessica Claire To secure a position that will utilize my training and skills in the manufacturing industry to contribute to the success of the organization. Managing employees and projects Â· Competent in Microsoft Applications-Word, Excel, PowerPoint Â· Maintain solid communication skills-oral and written Â· Ability to remain focus and productive daily while managing repetitive tasks Â· Knowledge of chemical labeling and mixing Â· Quality control Â· Manufacturing work place Â· Operating sit-down Forklift

## HIGHLIGHTS

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- Immaculate Customer ServiceÂ
- Driver Safety Test Certificate
- Certified to work with Autistic Individuals
- Security Certification- Levels 1, 2, 3
- Forklift and Pallet Jack Certificate
- Ebiz, Management, professional
- Team lead training
- Hvac, Emergency
- Life crisis building evacuation skills
- Chemicals Understanding and reaction

## ACCOMPLISHMENTS

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## EXPERIENCE

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01/2014 to 01/2015 **Construction**

**Texas Health & Human Services Commission** â€” Daingerfield, TX,

- Construction of houses.
- Subcontract with Aslide.
- Applying Soffit, Siding.
- Use of saw, hammer, drill, tape measure etc.
- Covers up wood on home exterior.

01/2014 to 01/2014 **Wire-man Assembler**

**Jostens** â€” Naperville, IL,

- Assemble Chromatograph.
- Build product from scratch.
- Inspect all products before use.
- Apply circuit board.
- Soldering.
- Wire.
- Inspect for shipping.
- Used power tools.

01/2011 to 01/2013 **Wire-man**

**General Dynamics** â€” Bethesda, MD,

- Read electronic circuits schematics.
- Circuit board and soldering.
- Wire.
- Multi-task using voltage reading for assembly production.
- Use of power tools and understand the basic of mechanics with tools.
- Install and repair electric wire.
- Build soft starters, hard starters.
- Drill and Tap.

- Assemble Enclosure.

01/2011 to 01/2012 **Security Guard**

- Bowlero Corp** – Decatur, AL,
- Front desk answer phones supplying customer service.
  - HVAC systems, elevators.
  - Security cameras.
  - Patrol building secure.

01/2010 to 01/2012 **Technician**

- Titian's Communication** – City, STATE,
- Consult helping customers plan for direct TV.
  - Multi-tasking building satellites while installing.
  - Assigning membership and handling account information.
  - Install wire outlets, cut wire, ground wire, check for output of wire.
  - Use of power tools drills, saws etc.
  - Birddogs used to find signals.

01/2009 to 01/2009 **Supervisor**

- AARONS DISTRBUTION CENTER** – City, STATE,
- Provided excellent customer service and satisfaction.
  - Fielded phone calls and emails.
  - Managed inventory.
  - Maintained building equipment.
  - Supervised employees.
  - Track incoming and outgoing packages.
  - Assemble appliances and furniture.

01/2004 to 01/2008 **Sales Representative/Care Provider**

- NADINE HOME HEALTH CARE** – City, STATE,
- Sale Representative for incoming patients.
  - Scheduled appointments for potential clients to visit the site.
  - Answered inquiries about the benefits and services of the site.
  - Provided potential clients with different services and packages.
  - Responded and directed all complex incoming calls.
  - Maintain a daily log of appointments.
  - Maintain clean, working and livable environment for patients.
  - Resolved customer service inquiries regarding: Billing and payments schedules and Benefits.
  - Authorization for treatments and medicine.

**EDUCATION**

: **Fire Science**  
**BAKERSFIELD COLLEGE** - Bakersfield, CA  
GPA:  
Fire Science

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**HOUSTON COMMUNITY COLLEGE** - Houston, TX  
GPA:

**SKILLS**

basic, Benefits, Billing, clients, excellent customer service, customer service, Forklift, hammer, HVAC, Inspect, inventory, Team lead, Multi-tasking, Pallet Jack, cameras, power tools, reading, Read, Safety, schematics, shipping, Soldering, tape measure, answer phones, phone, TV