

JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105

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

SUMMARY

Highly organized and efficient in fast-paced multitasking environments; able to prioritize effectively to accomplish objectives with creativity, enthusiasm and humor. An experienced supervisor and trainer; able to explain information clearly, recognize excellence in individuals, and inspire team members to achieve their potential while working toward common goals.

EXPERIENCE

07/2009 to 07/2014 **Chef**

Otg Orlando, FL,

- Prepared food items consistently and in compliance with recipes, portioning, cooking and waste control guidelines.
- Led shifts while personally preparing food items and executing requests based on required specifications.

06/2014 to 08/2014 **Laborer**

Logzone, Inc. Washington, DC,

- Loaded and unloaded building materials used for construction.
- Manually carried roofing materials up ladders.
- Consistently assumed additional responsibilities and worked extended hours to meet project deadlines.

05/2015 to 07/2016 **Laborer & Crew Manager**

Stalker Flooring City, STATE,

- Handled scheduling for crewman and arrival times for clients
- Maintained a safe work environment for crewmen
- Led crews of up to four people and partnered on crews up to eight

EDUCATION AND TRAINING

High School Diploma: General Education

New London High School - New London, WI

GPA:

: IT - Management

University of Wisconsin - Stout - Menomonie, WI

GPA:

I attended UW - Stout for two years before I was financial unable to continue schooling here. While I mostly took general education classes, I did have a few computer science and management courses.

: IT - Computer Support Specialist

Fox Valley Technical College - Appleton, WI

GPA:

I currently attend Fox Valley Tech and aim to achieve an associates degree to start. I have been enrolled here for a whole year to this point.

SKILLS

Team Player, Physically active, Out-going, Willingness to learn, Shows Initiative