

JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105

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SUMMARY

Administrative professional offering excellent communication and computer skills. Meets deadlines and works with a high level of multicultural awareness and adaptability. Enthusiastic and well-organized Administrative Assistant with solid background in data entry, schedule management and event planning. Disciplined warehouse professional knowledgeable about material load capabilities, site analysis and general logistics. Friendly and reliable customer service professional skilled in achieving sales targets in high-end merchandise environments.

SKILLS

Excellent planner and coordinator Microsoft
Excel certified Works well under pressure
Conference planning Pleasant demeanor
Multi-line phone proficiency Appointment
setting Invoice processing Microsoft Word
Team building Microsoft Visio Atlas
Microsoft PowerPoint Adobe X Pro
SmartPlant Materials MMIS System 1 & 2
Microsoft Outlook Phoenix Deadline-driven
OSHA standards

EXPERIENCE

10/2017 to 12/2017 **Apparel Sales Associate/Cashier**

State Of Arkansas â€” Arkadelphia, AR,

- Greeted customers in a timely fashion while quickly determining their needs.
- Recommended merchandise to customers based on their needs and preferences.
- Maintained knowledge of current sales and promotions, policies regarding payment and exchanges and security practices.
- Responded to customer questions and requests in a prompt and efficient manner.
- Engaged with customers in a sincere and friendly manner.
- Contacted other store locations to determine merchandise availability.
- Prioritized helping customers over completing other routine tasks in the store.
- Contributed to team success by exceeding team sales goals by 30%.
- Completed all cleaning, stocking and organizing tasks in assigned sales area.

08/2017 to Current **Administrative Specialist I**

Atascadero Unified â€” Atascadero, CA,

- Close providers complaints
- Re-export Claims
- Check eligibility for Medicaid for participants
- Claim adjustments
- Processing contracts for new In-home care providers
- Provider Compliance Submitting new waivers for In-Home care providers.
- Recoupments for Providers

08/2011 to 06/2012 **Custodian**

Compass Group Usa Inc â€” North Wales, PA,

Maintaining housekeeping at V.C Summers Units 2&3 site.

06/2011 to 07/2017 **Field/ Administrative Assistant**

Bd (Becton, Dickinson And Company) â€” Ashland, OR, United States

- Planned and coordinated logistics and materials for board meetings, committee meetings and staff events.
- Assessed urgency and priorities before accepting or declining appointments and meetings with the CEO.
- Ordered and distributed office supplies while adhering to a fixed office budget.
- Opened and properly distributed incoming mail.
- Maintaining materials while imported and exported.
- Placing material off hold while communicating with QC (Quality Control).
- Obtain overtime approvals Creating SRR's (Stores Requisitions Reports) material out of the warehouse.
- Creating paperwork for production in the field.
- Creating tags for material.
- Obtain supervisory approval of time card discrepancies.
- Building spreadsheets for production.
- Maintaining craftsmen training records.
- Registering craftsmen for hands-on tests.
- Assisting (Human Resource Department) with craftsmen confidential paperwork.
- Maintaining electronic and hard copy filing system.
- Maintain office supplies Prepare and modify documents including correspondence,

reports, drafts, memos and emails.

- Manage Calendar for Managing Director.
- Perform Data Entry and scan documents.
- Process and issue annual W-2 forms to employees.
- Print and distribute time sheets to craftsmen.
- Collect and summarize timekeeping information.
- Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick, and personal time.
- Maintaining housekeeping at the V.C Summers Units 2 & 3 site.

01/2010 to 08/2011 **Warehouse Associate**

Amazon Fulfillment Center City, STATE,

- Assisted machine operators with finished pieces.
- Collated components for assembly.
- Responsible for achieving production requirements.
- Maximized sales by shipping on time and accurately.
- Trained staff on material handling processes to reduce shipping times.
- Achieved a 50% on-time shipment rate.
- Redirected shipments en route in response to customer requests.
- Loaded products weighing up to 25 pounds onto trailers for delivery.
- Moved freight, stock and other materials to and from storage and production areas and loading docks.
- Received, stored and shipped goods and materials.
- Tagged all inbound merchandise with receiving date.
- Stacked and transported all overstock to storage areas.
- Swept floors and stored equipment at the end of each shift.
- Loaded and unloaded ship cargo.
- Used item Numbers to properly stock warehouse.
- Recorded Numbers of units handled and moved using daily production sheets and work tickets.
- Attached identifying tags to containers.

03/2018 to

Inventory Specialist

ARYZTA LLC City, STATE,

Organized and coded all documents related to due diligence for acquisitions. Reviewed and provided comments on the adequacy of documents and took necessary steps to cure any deficiencies.

Monitored multiple databases to keep track of all company inventory.

Reviewed and provided comments on the adequacy of documents and took necessary steps to cure any deficiencies.

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EDUCATION AND TRAINING

2009

High School Diploma:

Fairfield Central High School - Winnsboro, SC

GPA:

BA: Applied Behavioral Science Sociology

Ashford University Clinton Campus - San Diego, CA

GPA:

Applied Behavioral Science Sociology

SKILLS

Adobe, Appointment setting, Database management, Employee training, Filing, Home care, Instructional Design, Invoice processing, logistics, Sales experience, sales, spreadsheets, Spreadsheet, weighing and SAP Production System.

ACTIVITIES AND HONORS

Member of: The Instructional Design at Ashford University and The Psychology club.

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