

JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105

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BACKGROUND, OBJECTIVE

Highly seasoned and dedicated mentor with a distinguished reputation of providing outstanding service to the community with a strong capacity to develop quality programs and provide supervised guidance for program staff and participants to guarantee successful outcomes.

AREAS OF EXPERTISE

- Planning/Coordinating
- Team Leadership
- Program Development
- Experience in Management
- Community Outreach
- Budget Development
- Creative Problem Solving
- Public Relation
- Critical Thinking
- Experience in Advertising
- Excellent Research Skills
- Accountability
- Team Building
- Staff Motivation
- Staff Training
- Employee Scheduling

EXPERIENCE

- 02/2009 to Current **Group Exercise Fitness Instructor**
Foothills Park And Recreation District â€“ Littleton, CO,
- Instruct group exercise classes to help strengthen and tone body
 - Demonstrate the correct way to use exercise equipment
- 08/2005 to 02/2006 **Administrator Support Assistant II**
The Kentah Group â€“ Ankeny, IA,
- Verified that Information reported on tax returns adheres to applicable tax laws and regulations
 - Maintained accurate filing system of tax related documents
 - Updated tax returns made during audit process
 - Transferred important documents to the appropriate department when requested.
- 10/2003 to 03/2004 **Administrator Support Assistant II**
Alabama Department Of Revenue - Property Tax â€“ City, STATE,
- Planned and scheduled meetings, conferences, teleconferences, and travel
 - Answered or directed inquiries
 - Maintained taxpayer confidentiality
 - Completed projects assigned by staff
- 03/2001 to 11/2008 **Nursery Director**
True Divine Baptist Church â€“ City, STATE,
- Supervised all nursery ministry staff
 - Developed reports for Ministry Coordinator and Senior Pastor
 - Recruited qualified and experienced volunteers
 - Managed budget for fiscal years of 2001-2008
 - Trained volunteer staff on how to properly meet the demands of the nursery
 - Supervised monthly staff meetings
 - Ensured background checks were performed for volunteerâ€™s
- 03/2009 to Current **Data Entry Operator**
Alabama Department Of Revenue â€“ City, STATE,
- Information Processing.
 - Reviewed corrected data for deficiencies, errors and incompatibilities.
 - Applied data program techniques and procedures.

EDUCATION

: Computer Information System Business Management

Alabama State University - Montgomery, AL

GPA:

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Bachelor of Science: Business Management

Huntingdon College - Montgomery, AL

GPA:

COMPUTER SKILLS

Technologically savvy, skilled in all major operation system

- Application including MS Office Suite
- Mobile Computing
- E-Mail Management

COMMUNITY SERVICE

- Premarital Counselor (2014 - Current)

- Salvation Army (2012 - Current)
- Board and Parent Coordinator (2006-2008)
- Forest Avenue Magnet School-Parent Coordinator (2008, 2009, 2010 & 2011)
- Montgomery YMCA Barracuda Swim Team (2007-2015)
- Coach YMCA Girls Volleyball (2011-2015)
- True Divine Baptist Church Community Development Program (2010-2012)
- True Divine Baptist Church Game Time Youth Mentor Program (2010-2013)
- True Divine Baptist Church Youth Ministry (2005-Current)
- True Divine Baptist Church Women Ministry (2004-Current)