

# JESSICA CLAIRE

✉ resumesample@example

☎ (555) 432-1000,

📍 Montgomery Street, San  
Francisco, CA 94105



## SUMMARY

Transitioning Military Professional eager to apply acquired skills to serve Aflac and the healthcare industry. Creates business partnerships and builds trust with managers and employees to create a positive work environment through networking. Driven professional who effectively builds loyalty, long-term relationships and promoting the company's brand.

## SKILLS

- Guest services
- Inventory control procedures
- Merchandising expertise
- Loss prevention
- Cash register operations
- Product promotions

## EDUCATION AND TRAINING

Southern New Hampshire  
University  
Hooksett, NH • 2018 – 2021  
**Bachelor of Science:** Health  
Sciences - GPA:  
Health Sciences

## EXPERIENCE

**Keste - Consultant**  
Plano, TX, • • 03/2016 - Current

- Tracked key dates and deadlines and maintained specific personnel lists.
- Screened 104 applicants based on their qualifications and background.
- Developed and facilitated job recruitment sessions.
- Tracked 28 candidates and pushed for feedback on disqualifications, time-to-fill man-power and other variables.
- Coordinated meetings, developed meeting content and presented all information to potential candidates resulting in the acquisition of 11 contracts.

**Cargill, Inc. - First Line Supervisor**  
Eddyville, IA, • • 03/2016 - Current

- Completed and maintained accurate and organized records, documents and reports for over 19 diving customers.
- Supported the development of diving operations staff to meet competency and performance expectations.
- Conducted weekly training activities with effective communication and leadership.
- Provided coaching, mentoring, and consultation to staff to enhance staff development of 23 personnel.

**Corteva, Inc. - Field Operations Manager**  
Litchfield, NH, • • 04/2012 - 03/2016

- Trained and promoted continued education for all 20 members.
- Offered technical assistance to support operations and training.
- Conducted routine quality audits to ensure that records and policies adhered to specifications and initiated corrective actions.
- Performed regular job site observations to provide direction for all diving personnel.

## SKILLS

Business correspondence, coaching, consultation, content, contracts, Customer service, direction, Employee training, Team building, leadership, meetings, mentoring, Natural, personnel, policies, quality, Quality assurance, recruitment, staff development, technical assistance

## ACTIVITIES AND HONORS