

JESSICA CLAIRE

✉ resumesample@example

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📍 Montgomery Street, San
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SUMMARY

To position myself with a company in the Medical field and Administrative Support so that I may be able to utilize my customer service and bilingual (Can read, write and speak Spanish) communication skills to benefit the organization. I am also seeking an opportunity to grow within a company to maximize all of my collective experiences in the area of support, case management and human services. Medical field/ Case Manager/ Administrative/ bookkeeping clerks/ human resources clerks

HIGHLIGHTS

- Microsoft M, Microsoft Word, Internet and organization of documents for customers
- Organize Reference Materials; Perform Bookkeeping Functions In Support Of Major Job Duties; Perform Typing Or Data Entry Extended Time Periods
- Performing Accounts Payable Functions
- Performing Data Control Functions
- Performing Payroll Functions
- Prepare Business Correspondence
- Provide Services For Utilities Customers
- Receive Payments & Make Change
- Recording Entries In Journals; Ledgers; Schedule Appointments; Transcribe Handwritten Information As Part Of Administrative Support
- Billing
- Correspondence; Provide Services For Utilities Customers
- Receive Payments & Make Change
- Recording Entries In Journals; Ledgers; Schedule Appointments; Transcribe Handwritten Information As Part Of Administrative Support
- Use Data Collection Procedures; Social & Personal Information
- Use Inventory Control Procedures
- Use Payroll Systems; Verify Records
- Accounting software-Peachtree
- QuickBooks
- Database Software- Oracle, Access
- E-Mail Software-Outlook
- Graphic/Drawing Software-Photoshop; Illustrator
- Internet Browser Netscape; Internet Explorer
- Networking /LAN Software- Windows/NT
- Use of Peripheral Devices
- PowerPoint
- LotusExcel, Virus Software
- Design Software, Word Perfect
- Word.

EDUCATION

Huntington Institute UCONN
Norwich Avery, CT • 06/1994 - 06/1995

Phlebotomy certificate:
Phlebotomy Nursing/Computer
Nursing - GPA:
Phlebotomy Nursing/Computer
Nursing

Ashford University
San Diego, CA •
06/1993 - 06/1994

Medical Science
Sociology Present -
GPA:
Medical Science
Sociology Present

CERTIFICATIONS

Victim's Advocate Case Manager
for Domestic and Sexual Violence
Certification Recovery Assistant
Certification ABI and CDS
certification CT Licensure to
administer medications CPR and
Cross Certification Phlebotomy
Certification PMT Training

EXPERIENCE

Bridge Senior Living - Victim Advocate/Case Manager
Mobile, AL, • 12/2016 - Present

- Service client's access financial, legal, medical, employment and other assistance as needed.
- Services for victims of sexual abuse and domestic violence including counseling services, crisis intervention, support groups, and health services to help facilitate victims and their children to transitional living programs to help them to have a safe haven and independent living.
- Programs include shelters emergency shelter such as the Genesis House and transitional living programs, which include Pheonix House where homeless victims and their families are given affordable housing, education, and job training.

Mattel Inc. - Community Living Specialist
Orlando, FL, • 01/2003 - 01/2006

- Provided total personal care and teaching activities of daily living specialties to patients with advanced autism, mental retardation and mental health problems.
- Responsible for patient security, patient recreation, provided case notes, keeping census, one to one nursing, arts and crafts teacher, Reported of daily living of all occurrences while on duty; attained in going services training that had direct behavioral management, suicidal tendencies, and prevention, conflict resolution, managing mentally disordered consumers, conducted safety checks; ongoing role model and mentorship with patients; responsible for assigned equipment and state vehicle used during the course of the day to have accurate counts of all equipment.

Clifton Larson Allen - Restaurant Manager
Burlington, NC, • 01/1997 - 02/2001

- Complete care of store; made large store deposits, responsible for hiring and terminating of staff; trained and supervised a staff of 20 employees; total store management from ordering supplies, book keeping, handling of finances, computer usage and store and patron security.
- Managed orders, sales, functions, store decorations, computer usage, scheduling, payroll checks, organization of books and finances; bartending, heavy public contact.
- A distinguished manager who resolves conflict.
- Comfortable motivating and supervising culturally diverse workforces.

Buck Electric, Inc - Office Manager
City, STATE, • 01/1992 - 02/2013

- Bilingual customer service manager; Fast paced environment; data entry; ability to use good judgment; ability to use excellent communication, interpersonal and telephone skills.

Change Inc - Recover Assistant/ Life Skills Instructor
City, STATE, • -

- Provided rehabilitation services to individuals with numerous mental disorders and disabilities that will allow them to live a fulfilling life and develop independence.
- Concentration on autism, serviced clients in home and community settings, person-centered planning.
- Administered Medical administration and safety procedures.

LANGUAGES

Fluent in both English and Spanish (read, write, speak)

SKILLS

Accounting, Accounting software, Accounts Payable, Administrative Support, Photoshop, Schedule Appointments, arts, autism, Bookkeeping, book keeping, Bookkeeper, budgets, Business Correspondence, Case Management, interpersonal, excellent communication, Computer use, conflict resolution, counseling, CPR, crisis intervention, Make Change, client, clients, customer service, Data Collection, Data Entry, Database Software, E-Mail, English, Fast, Filing, financial, Drawing, Graphic, group facilitation, hiring, Internet Explorer, Inventory Control, LAN, legal, Lotus, notes, managing, Materials, mental health, Access, Microsoft Excel, Excel, Outlook, PowerPoint, Power Point, Windows/NT, Word, Microsoft Word, Netscape, Networking, Novell, nursing, Oracle, Payroll, Peachtree, Phlebotomy, project management, QuickBooks, read, Recording, rehabilitation services, safety, sales, scheduling, Spanish, store management, supervising, teacher, teaching, telephone skills, Typing, Utilities, Web Design, Word Perfect