

JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105

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SUMMARY

Focused Operations Manager successful in contract negotiation and process improvement. Remains calm and poised even in high-pressure situations. Leverages in-depth knowledge of industry trends and shifts to offer valuable insights on opportunities for new growth and expansion.

HIGHLIGHTS

- Strong creative vision
- Management skills
- Strong communication skills
- Adaptable
- Creative
- Team player
- Accurate money handling
- Verbal/written communication
- Hard-workingInventory control
- Sound judgment
- Computer-savvy
- Calm under pressure
- Complex problem solving

EXPERIENCE

- 03/2015 to Current **Chef**
Presbyterian Homes & Services â€œ Brooklyn Center, MN,
 - Cooking and Prepping food for guests Daily inventory assignments providing friendly customer service Accomplishments being a proactive team player, and being able to be willing to see a problem through to the end.
- 09/2011 to 07/2013 **head cashier**
Cavender's â€œ Texarkana, TX,
my responsibilities were to provide Â customer service to the customers. and handling daily money counts. also to provide change to other cashier
- 02/2010 to 11/2011 **Head Cashier**
Cavender's â€œ Snellville, GA,
provide a comfortable environment for customers , knowledge of movies and videos. maintain inventory counts of merchandise and other product, daily cash countsÂ

EDUCATION

- 2008 **High School Diploma:**
High School for Environmental Studies - New York, NY
GPA:
- : **Liberal Arts**
Kingsborough Community College - Brooklyn , New York
GPA:

SKILLS

balance, Cashier, Cooking, customer service, delivery, Forklift Operator, inventory, market, Microsoft Excel, Microsoft Word, natural, oil, organization skills, problem solving, shipping, team player, video editing, well organized, visual effects, adobe premiere