

Jessica Claire

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PROFESSIONAL SUMMARY

Accomplished Shift Leader with more than 2 years of experience creating teams that outperform all others. Determined and experienced in employee oversight, mentoring and making process improvements to exceed company expectations. Experienced Service Tech with extensive knowledge of vehicle testing, maintenance and repair. Adept at reading and understanding technical documentation. Excellent customer service, time management and multitasking abilities. Motivated Warehouse Worker skilled at providing efficiency in shipping and receiving, inspection and storage operations. Handles diverse materials to achieve high-quality packaging standards and reduce risk. Brings related experience and dedication to meet production and quality goals.

SKILLS

- Goals and Performance
- Material Loading and Unloading
- Pulling Parts
- Welding Techniques
- Diagnosis and Repair
- Automotive Engineering
- Loading and Unloading
- Pallet Jacks
- Employee Coaching and Motivation
- Team Leadership
- Assigning Work
- Team Member Motivation

WORK HISTORY

CHEF 02/2022 to CURRENT

Clubcorp Club Operations, Inc. | Norfolk, VA,

- Handled and stored food to eliminate illness and prevent cross-contamination.
- Monitored line processes to maintain consistency in quality, quantity and presentation.
- Prepared meals from scratch using authentic, popular recipes to generate repeat business.
- Checked freezer and refrigerator prior to each shift to verify correct temperatures.
- Responded to dietary concerns and food allergies, creating dishes to meet customer needs and palates.

WAREHOUSE WORKER 12/2021 to 02/2022

Gms | San Antonio, TX,

- Loaded, unloaded and moved material to and from storage and production areas.
- Wrapped pallets in shrink wrap prior to loading.
- Operated pallet jacks and material moving equipment to receive and transport items from various warehouse locations.
- Consistently lifted materials weighing as much as [Number] pounds.
- Checked packages and merchandise for damage and notified vendors.
- Cleaned and maintained warehouse in compliance with OSHA safety standards.
- Labeled and accurately moved customer orders to meet shipment timetables and minimize errors.
- Acknowledged safety issues and contacted shift supervisor regarding concerns and for quick resolution.

HOOD TECHNICIAN 03/2021 to 07/2021

Spectrum Health | South Haven, MI,

- Replaced and repaired vehicle parts according to work order instructions.
- Inspected new parts and areas of repair to verify correctness and quality.
- Created and reviewed work orders detailing required repairs per shop and manufacturer guidelines.
- Maintaining shop inventory according to set standards and rectified discrepancies.
- Changed vehicle oil and replaced filter.
- Checked brake systems and determined need of pad replacement, disc turning or other maintenance requirements.
- Maintained fleet vehicles in good working order by following preventive and corrective maintenance schedules according to OEM.
- Inspected customer vehicles for wear, tear and damage from accidents.
- Serviced air conditioning systems, changed and topped off fluids and completed maintenance inspections.

COOK SHIFT LEADER 11/2019 to 03/2021

Zaxby's Chicken Fingers & Buffalo Wings | City, STATE,

- Inspected kitchens to observe food preparation quality and service, food appearance and cleanliness of production and service areas.
- Inspected freezer and refrigerator daily to check and maintain proper

- temperatures.
- Prevented cross-contamination from utensils, surfaces and pans when cooking and plating meals for food allergy sufferers.
- Maintained high food quality standards by checking delivery contents to verify product quality and quantity.
- Mentored kitchen staff to prepare each for demanding roles.
- Initiated training for new team members on culinary techniques to improve productivity and increase kitchen workflows.

EDUCATION

High School Diploma | 05/2022
Perry High School, Perry, GA
 GPA:

SKILLS

- Goals and Performance
- Material Loading and Unloading
- Pulling Parts
- Welding Techniques
- Diagnosis and Repair
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- Team Leadership
- Assigning Work
- Team Member Motivation

WORK HISTORY

CHEF 02/2022 to CURRENT

My Thai And Sushi | Warner Robins, GA

- Handled and stored food to eliminate illness and prevent cross-contamination.
- Monitored line processes to maintain consistency in quality, quantity and presentation.
- Prepared meals from scratch using authentic, popular recipes to generate repeat business.
- Checked freezer and refrigerator prior to each shift to verify correct temperatures.
- Responded to dietary concerns and food allergies, creating dishes to meet customer needs and palates.

WAREHOUSE WORKER 12/2021 to 02/2022

Goodwill | Warner Robins, GA

- Loaded, unloaded and moved material to and from storage and production areas.
- Wrapped pallets in shrink wrap prior to loading.
- Operated pallet jacks and material moving equipment to receive and transport items from various warehouse locations.
- Consistently lifted materials weighing as much as [Number] pounds.
- Checked packages and merchandise for damage and notified vendors.
- Cleaned and maintained warehouse in compliance with OSHA safety standards.
- Labeled and accurately moved customer orders to meet shipment timetables and minimize errors.
- Acknowledged safety issues and contacted shift supervisor regarding concerns and for quick resolution.

HOOD TECHNICIAN 03/2021 to 07/2021

American Lube | Perry, United States

- Replaced and repaired vehicle parts according to work order instructions.
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COOK SHIFT LEADER 11/2019 to 03/2021

Zaxby's Chicken Fingers & Buffalo Wings | Warner Robins Ga, GA

- Inspected kitchens to observe food preparation quality and service, food appearance and cleanliness of production and service areas.
- Inspected freezer and refrigerator daily to check and maintain proper temperatures.

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