

JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105

Home: (555) 432-1000 - Cell: - resumesample@example.com - -

SUMMARY

When thinking of the timeline of my career, numerous bullet points come to mind. Whether it be a skill or achievement that I can bring to the table, there is one common denominator that all of these personal traits fall under: Teamwork. Regardless of what job I may have had in the past, whether it be music education, recruiting, or sales, understanding that I am existing within/leading a team allows me to clearly understand the task at hand. Communication is the number one element to a successful team. A prolonged lack of communication can manifest itself into a negative environment, and it has been my number one priority to make sure everyone involved is on the same page.

HIGHLIGHTS

- 6+ years of B2B sales experience.
- MS Office proficiency
- Team building expert
- Proven sales track record
- Detail-oriented
- Sales management
- Sales
- Purchasing
- Quotations
- Accounts receivable
- Customer service
- CAD experience

ACCOMPLISHMENTS

Handled the highest volume account for current employer
Developed profitable sales strategy with new product for longtime customer

Project Management

- Supervised project production efforts to ensure projects were completed to company standards, on time and within budget constraints.

EXPERIENCE

2007 to 01/2016

Sales

Rent-A-Center Inc. â€” Concord, CA,

- Initially hired as warehouse manager.
- Oversaw receiving inventory into stock, maintaining stock, as well as pulling and shipping orders as needed.
- Primarily used UPS Worldship for ground and LTL packages/pallets.
- Promoted to inside sales position in 2010 In charge of DAR's largest contracted customer.
- Main responsibilities involve processing large stock orders which pulled inventory from three different locations as well as drop ship orders.
- Responsible for replenishing stock as needed.
- Large customer service portion involved with this account.
- Fielded technical and specification questions through conference calls between our company's customer as well as the end user customer.
- Coordinated inspections for return items that were either defective, incorrectly supplied or did not meet the customer's needs.
- Purchasing, sales, customer service as well as quotations all fall under the job description of an inside sales representative at DAR since it is a small family owned business.
- Strictly defined roles are not a part of this job.
- Various situations required different people to take on various responsibilities which is where communication between all stages of an order is pivotal to success.
- The quotation process would be the most technical aspect of my time at D.A.R.
- Calculating yields on material needed, required amount of labor (what type of labor) as well as the appropriate mark-up for any given product required constant communication between myself and the employees working the fabrication shop.
- My greatest feeling of satisfaction came from quoting something never done by the company before and having that turn into an actual order.
- Acquired new business for a longtime customer through competitive quotes and quick lead times for orders.
- A close attention to inventory management resulted in quick lead times by making sure stock was available for custom items that customer started to purchase.
- Every aspect of training for the inside sales position at D.A.R. was on the job. This gives me great confidence to branch out into other industries if so given the chance.

01/2003 to 01/2007

Music Teacher/Camp Counselor

Catholic Health Initiative â€” Poulsbo, WA,

- Began as music school receptionist.
- Duties included informing and educating people of the school's various musical programs along with scheduling lessons and classes.
- Later began to work as a counselor for their Rock Band Camp, where I was

responsible for children ages 7-18.

- The goal throughout each week was to prepare a diverse set of songs for campers to perform during the camp's end of week concert.
- I also taught private drum set lessons to several students during this time.

2007 to 2008

Drumset Teacher

A-Sharp Music School â€” City, STATE,

- Students under my instruction saw progress throughout their lesson routine.
- Areas of instruction included jazz, rock, Latin, and classical percussion.

01/2004 to 01/2006

Staffing Coordinator

CLP Per Contemporary Staffing Solutions â€” City, STATE,

- Conducted interviews and administered drug tests for new applicants.
- Matched the skills of on staff workers with the appropriate job that clients needed.
- Marketing/advertising through mass mailings and faxes.
- Executed payroll duties at the end of pay period.

EDUCATION

2012

BA: Business Communications

Chestnut Hill College - Philadelphia, PA

GPA: GPA: 3.40

Business Communications GPA: 3.40 Degree obtained through night course schedule as to allow me to continue working full time. Extracurricular activities during this time centered around playing drums for Main Line Affair, a local area wedding band which made a point to perform for charitable organizations e.g. Angels Flight East, Light the Night and St Baldrick's.

Select One: Audio/Video Recording

Bloomsburg University of PA - Bloomsburg, PA

GPA:

Audio/Video Recording

SKILLS

advertising, competitive, counselor, clients, customer service, faxes, inside sales, instruction, inventory management, inventory, marketing, payroll, purchasing, quick, receiving, receptionist, sales, scheduling, shipping, specification.