

# JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105

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## SUMMARY

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Finance focal driven to improve morale, decrease turnover and improve productivity.  
Background in leadership development, training, and strategic thinking.

## HIGHLIGHTS

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- Exceptional interpersonal skills
- Employee relations
- Training and development
- Data analysis
- Predictive planning
- Public speaking
- Budget planning

## EXPERIENCE

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06/2008 to 09/2015 **Finance**

**Red Hat Inc.** â€” MN, State,

Held various Finance and Project Management related roles including:

- Integrated Scheduling
- Contracts
- Business Partner

Advised managers on program specific matters and recommend needed changes.

Developed metrics to reduce risk.

Directed personnel training activities.

Served as a link between management and employees by handling questions, interpreting and executing program requirements, and helping resolve work-related problems.

07/2013 to Current **Adjunct Professor**

**Marquette University** â€” Milwaukee, WI,

- Conducted adult learner leadership courses to foster positive attitude toward organizational leadership.
- Presented leadership and human behavior material.
- Coordinated material to meet student needs and goals.

06/2014 to 02/2015 **Human Resource Generalist Intern**

**Messiah Lutheran Church** â€” City, STATE,

- Served as a link between management and employees by handling questions and helping resolve work-related problems.
- Advised managers on organizational policy matters and recommend needed changes.
- Directed job description development to maximize maneuverability of personnel.

## EDUCATION

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2013

**Doctor of Philosophy: Organizational Leadership**

**The Chicago School of Professional Psychology** - Chicago, IL

GPA:

Organizational Leadership Dissertation: The Workplace Impact of Baby Boomers and

Millennials Work/Life Balance Perceptions on their Attitudes and Behaviors -

Successfully defended March 1, 2013

2008

**Master of Arts: Industrial Organizational Psychology**

**The Chicago School of Professional Psychology** - Chicago, IL

GPA:

2006

**Bachelor of Science: Psychology**

**Belmont University** - Nashville, TN

GPA:

## AFFILIATIONS

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Boeing St. Louis Leadership Association - Board of Directors

Connections to Success - Tribute Committee

Boeing Parents Network Co-Lead 2015

Boeing Hispanic Employee Network (BHEN)

Boeing Women in Leadership Service Committee

## INTERESTS

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Leadership development - continuing education.

Coordinating volunteer efforts within work teams.

Mentoring.

#### ADDITIONAL INFORMATION

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- Leadership Workshop - Living Lord Lutheran Church - November 2014, Lake St. Louis, MO
- Successful Defense of Dissertation - The Chicago School of Professional Psychology - March 2013
- Lead for Boeing University Relations Team - September 2009 - September 2012
- Lead for Boeing Integrated Scheduling Special Project - Baseline Planning Efforts

#### SKILLS

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Project management  
Customer satisfaction  
Mentoring