

JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105

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SUMMARY

Seeking a career as a Real Estate Professional; acutely focused on customer service and network building. Promptly develops vital relationships needed to operate as an effective Real Estate Salesperson.

HIGHLIGHTS

- Excellent communicator
- Highly professional
- Proficient in Microsoft Office
- Skilled mediator
- Clean driving record
- Negotiations expert

EXPERIENCE

- 04/2015 to Present **Fitness Instructor**
Ascension Health - Horsehead, NY,
- To sign clients in and to be sure they are registered for class.
 - To lead, instruct, and teach choreographed group fitness classes that thrive on motivation and proper queing with an emphasis on active listening.
 - To demonstrate proper form and safety techniques in an effort to achieve and receive the best results.
- 03/2014 to Present **Office Assistant/Server**
Arcadia Farms Caf  & Catering - City, STATE,
- Perform basic office duties being proficient MAC and PC, answer phones, emailing clients, scheduling events around seasonal calendar To make and reserve reservations for an even flow, to create an inviting environment that delivers quick and efficient service To serve customers in a fast-paced environment while being able to multi-task effectively with a pleasant demeanor and heart.
- 10/2012 to 05/2013 **Wellness Coordinator/Group Instructor**
AFC Management/ Veterans Affairs - City, STATE,
- To open Wellness Center, answering phones, scheduling appointments, creating monthly Newsletters, Calendar of Events for internal staff To communicate via intranet for VA employees, to send reminders for scheduled events To develop and maintain existing Excel Spreadsheets in an effort to track progress of trained staff members and new members.

EDUCATION

- 2005 **Associate of Arts: Management**
Mesa Community College - Mesa, Arizona
GPA:
- 2010 **Bachelor of Science: Nutrition**
Kaplan University - Phoenix, Arizona
GPA:

CERTIFICATIONS

Pure Barre Certified Instructor* AFAA Certified Group Fitness Instructor* CPR/AED Certified

SKILLS

Appointment Setter, Multi-tasker, Adaptable, Microsoft Word, Microsoft Excel, Outlook, OneDrive, Excellent Phone Skills, Able to work in fast-paced high volume environment, Flexible, Productive and Efficient.