

# JESSICA CLAIRE

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## Career Focus

Sales and Marketing expertise includes over 15 years in the Atlanta Real Estate Industry with professional awards and multi million dollars in sales volume yearly. As an Independent Contractor, I managed all aspects of sales, marketing, human resources, advertising and tax accountability with one assistant.

I have also been the business manager part time for a local bicycle store as well as working full time building clientele for a major retailer and iconic internationally recognized cosmetics firm.

## Skills

- Sales, strong problem solving and team building skills
- computer proficient affinity for concise but thorough record keeping
- internet and social media savvy, goal oriented with counter business model ready for creative staffing and event idea execution
- good interpersonal awareness/ open to persuasive communication and coaching
- awareness of client needs/interests as well as upper ideas for development and management goals

## Professional Experience

**Sales**, 2007 to 07/2015

**The Luxottica Group** "National City, CA,

- Savoir Faire and Chanel Atelier Academy Graduate
- Macys My Client Award Develop for clientele and marketing strategy to increase staff productivity and volume.
- Maintained client log of over 500 contacted through email, text and voice on a weekly basis and by appointment.
- Host dynamic social media networking page/website for clients up to the minute information.
- Maintain explicit Chanel guidelines for hygiene/ beauty treatment and makeup application. Function as Fragrance Ambassador for the line.
- Create, schedule and advertise special events and promotions for Chanel product line.
- Interface with clients in store regarding their treatment and beauty application.
- Our clients include Atlanta celebrity and fashion industry names as well as local Vinings, West Cobb and some Buckhead Chanelophiles.

**Real Estate Sales**, 1997 to Current

**Realtor Atlanta Communities Real Estate Brokerage** "City, STATE,

- Atlanta Board of Realtors Million Dollar Club Life Member
- Coveted Phoenix Award denoting 10 consecutive years of over one Million per year in sales
- Former Jenny Pruitt/Harry Norman Realtor
- Top sales producer in office many years for homes in price range of \$150,000 - \$950,000.
- Specialize in single family homes and condominium - new and resale purchases.
- Relocation credentials for assisting transferred employees in the sale of their home or purchase of a home if buyer coming into Atlanta.

**Chief/Volunteer**, 1990 to 1992

**City** "City, STATE,

- Managed and trained a volunteer force of 30 firefighters within POST certification training guidelines.
- Maintained two Fire stations.
- Petitioned Mayor and City Council for funding for training and equipment and executed funding events
- Worked with insurance companies regarding billing and Arson Investigation training.
- I have maintained my Class B license.

## Education

**Bachelor of Arts**, ,

**Georgia State University** - ,

GPA:

Anthropology Atlanta, Ga, USA

Prehistoric/Historic culturally significant coursework and field study and excavation Â under the late Dr. Roy S. Dickens