

# JESSICA CLAIRE

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Montgomery Street, San Francisco, CA 94105 • (555) 432-1000 • resumesample@example.com

## Professional Summary

Highly motivated Sales Associate with extensive customer service and sales experience. Outgoing sales professional with track record of driving increased sales, improving buying experience and elevating company profile with target market.

## Skills

Reconcile SAP and Napss AS400 inventory systems

Create purchase orders and delivery notes in SAP to correct shipping errors.

Issue 935/936 transactions to answer 921/922 overage/shortage claims.

Perform cycle counts and 959/960 transactions in SAP.

## Work History

**SAP Clerk, 10/2003 to Current**

Cmc – Fredericksburg, VA

- Daily Reconciliation of SAP and Napss inventory/shipping systems.
- Create purchase orders/delivery notes in SAP to correct shipping errors.
- Perform SAP transactions to issue/delete manual production credit Perform SAP transactions to transfer stock between material numbers.
- Backflush finished product to proper financial control accounts.
- Issue 935/936 transactions to answer 921/922 overage/shortage transactions Perform cycle counts as well as 959/960 inventory adjustment transactions Process transactions to scrap obsolete product.
- Schedule carriers to transport finished product.

**QC Auditor, 06/1999 to 10/2003**

Apex Systems – Orlando, FL

- Recorded inspection and test data such as weights, temClairetures, grades and quantities inspected and graded.
- Monitored production oClairetions for compliance with specifications and promptly reported defects.
- Presented clear, organized data in graphs, charts, tables and written reports.
- Collected samples during production and tested randomly to determine in-process product quality.

**QC Lab Technician, 04/1995 to 06/1999**

Apex Systems – San Francisco, CA

- Test base and compound rubber for specific gravity, cure rate and viscosity.
- Disposition nonconforming material for zero landfill policy.
- Record test results to verify product quality.
- Calibrate test equipment daily.

## Education

Bachelor of Science: Business Administration, 1986

State University of New York College - Buffalo, New York

## Interests

NASCAR, Cooking, Camping, Minor League Baseball

## Additional Information

- INTERESTS: NASCAR, Cooking, Camping, Minor League Baseball