

JESSICA CLAIRE

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(555) 432-1000 - resumesample@example.com

PROFILE

Charismatic, determined and dedicated individual who has an ambition to succeed in any given environment. Seeking a position where I can develop and excel while giving my best to an employer.

SKILLS

- Experience in customer service and store management
- Six years of processing and manufacturing experience
- Capable of training new company prospects and efficient at problem solving
- Data entry and document tracking knowledge
- Always up to a challenge whatever the situation
- Get along well with others, while also working efficiently on my own
- Highly driven to achieve company goals
- Bilingual (Fluent English/Spanish)

EXPERIENCE

- 06/2016 to Current **SAP Production Clerk**
U.S. Physical Therapy – Westwood, NJ
-Keep track of received data and source documents -Prepare and sort source documents -Identify and interpret data to be entered -Contact preparers of source documents to resolve questions, inconsistencies, or missing data -Compile, sort, and verify accuracy of data to be entered -Transmit entered information into database -Respond to inquiries regarding entered data -Confirm and TECO process orders -Check and clear COGI errors
- 05/2010 to 06/2016 **Production Break Relief**
Mattel – Fort Worth, TX
-Provide break relief to all process operator positions -Assume a leadership role in the area of responsibility -Train and cross-train in all positions -Trouble-shoot, identify and solve all machinery and equipment problems -Directly report to supervisor all production/quality records -Insure all product Quality Standards are met -Perform all tasks for start ups, daily operation, change-over and shutdowns -Follow GMP's and any governmental safety procedures
- 2010 to 02/2010 **Front Office Receptionist**
Midlands Tax And Financial Services – City, STATE
-Greet customers -Data entry -Filling documents while on tax season -Collect payments -Set appointments -Complete paperwork -Interpreter for Spanish clients - Translate documents
- 05/2007 to 09/2009 **Assistant Sales Manager**
Family Dollar Stores – City, STATE
- Report daily profits and losses to Manager -Manage day to day sales -Handle complaints -Cashiering duties -Make/Receive customer's calls -Support Manager -Delegate tasks to employees -Perform paperwork and inventory -Train new employees -Maintain work schedule of all employees -Ensure safety policies -Close and open store -Assist other stores - Make deposits to bank

EDUCATION AND TRAINING

- 2017 **Associate of Arts**
Midlands Technical College - West Columbia, SC
-Honor Roll Student/ Phi Theta Kappa Member -Life Scholarship and Academic Competitiveness Grant Receiver
- 2007 **High School Diploma**
White Knoll High School - Columbia, SC
-GPA: 4.3 -National Honor Society Member -Top 10% of 2007 Class