

# Jessica Claire

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**SUMMARY**    Energetic management professional versed in business management, finance and sales. Emphasizes process improvement to increase profits and customer satisfaction.

- HIGHLIGHTS**
- Business analysis
  - Operations management
  - Team building
  - Exceptional time management skills
  - Adaptable
  - Leadership mentoring
  - Adaptable
  - Collaborative

- ACCOMPLISHMENTS**
- Recipient of the Top Contributor Award 6 years in a row
- Leadership
- Served as key contributing member to Leadership team.
  - Mentored , Developed , Motivated and Guided new leadership
  - Process Improvement *Operations Management*:
    - Managed [operation].
    - Handled all functions related to opening and remodel of store.
- Applied safety procedures and policies as outlined in Department Safety Manual.
- Created new departmental procedures manual.

**EXPERIENCE**    **ETL REMODEL**    04/2012 to 10/2016

**Target | City, STATE**

Guided the total operation of 6 remodels. Plan, Ensured and guided team through remodel of entire building. Hired , Trained and Developed team to operate store. Collaborate with vendors and contractors to ensure all mile stones are met.

**ETHL**    05/2012 to 05/2014

**Target | City, STATE**

Oversaw operation of Sales Floor. Plan , Schedule and Guided sales floor team in daily operation. Assessed talent , Rolled out all new programs. Ensure all company standards , routines and policies were met.

**ETOLOGISTICS**    01/2009 to 07/2012

**Target | City, STATE**

Directed operation of Logistics process. Inventory control , receiving freight, scheduling of Logistics team. Teach, Coach and Train on daily basics. Assessed talent , Develop team.

**ETODRY**    2001 to 07/2009

**Target | City, STATE**

Spearheaded operation of consumable. Partnered with vendors to set new product ensure we stayed current. Assessed & Developed talent. Guided all company routines , policies and safety standards.

**DFSTICT MGR.**    01/1987 to 2001

**Delchamps | City, STATE**

Oversaw operation of 16 stores. Implemented , Guided and Ensured all company standards , routines and guide lines were met. Hired, Assessed and Developed talent. Monitored financials , gross profit and company standards

**EDUCATION**    Business operation    2004

**Target Business College, Dallas, TX**

6 week course to learn operation of business

FoOd Safety    2012

**Safe Food Safety, Baton Rouge, LA**

BuQness

**LSU, Baton Rouge, LA**

3 years

**High School Diploma | General**    1981

**Plaquemine High School, Plaquemine, LA**

**High School Diploma**