

JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105
(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