

# JESSICA CLAIRE

✉ resumesample@example.com

☎ (555) 432-1000

📍 Montgomery Street, San  
Francisco, CA 94105

## PROFESSIONAL SUMMARY

- 2 years of work experience as an Executive Assistant.
- Exceptionally well organized and detail oriented.

## SKILLS

### TECHNICAL SKILLS

- C, C++, Basics of C#, HTML, Python, JavaScript
- Databases :SQLite, PostgreSQL
- IDE : Pycharm, Eclipse,
- pgAdmin :Postgresql tool
- Operating System : Windows XP/7/8/8.1, Android, Ubuntu 14.04

### SOFT SKILLS

- Leadership Strong
- presentation skills
- Conducted Training programs on Odoo
- Communication skill
- Bilingual English & Malayalam, Fluent reading/writing Hindi

## WORK HISTORY

**Two95 International Inc. - Python Developer**  
Portland, ME • 07/2015 - 2017

- Odoo ERP customisation, Build modules for smooth management of business for clients
- Conducted training classes on Odoo for clients

**Cybrosys Technologies Pvt. Ltd - Internship Trainee**  
City, STATE • 04/2015 - 07/2015

Got Training Python Language, Javascript, SQL , PSQL, Basic training on Django a web framework

## ACTIVITIES

- Active member in oasis pain and palliative care unit in college
- Visiting Old age homes
- Conducting classes for children in juvenile home

## EDUCATION

**Government Engineering College  
Thrissur**  
Thrissur, Kerala, India • 2015

**Bachelor of Science:** Computer  
Science & Engineering  
Qualified BTech with First Class  
from one of the most reputed and  
rated Engineering College in India

**Chinmaya Vidhyala**  
Calicut, Kerala • 2011

**High School Diploma**  
Scored 90% in the High School Final  
Board Exams

**Presentation Higher Secondary  
school**  
Calicut, Kerala, India • 2009

**10th STD**  
Achieved 98% for the 10th board  
Exam