

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.

ETO HL

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.

ETO LOGISTICS

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.

ETO DRY

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.

DISTRICT 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

Business

LSU, Baton Rouge, LA

3 years

High School Diploma | General

1981

Plaquemine High School, Plaquemine, LA

High School Diploma