

# JESSICA CLAIRE

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📍 Montgomery Street, San  
Francisco, CA 94105

## PROFESSIONAL SUMMARY

10+ years experience in Regulatory compliance inspections for the United States Government.

Expert knowledge of Federal Statutes and Air Transportation Regulations.

Federal Supervisory and Management experience directing field unit Inspectors, managing work assignments, and handling personnel issues.

Experience managing all levels of large scale aviation inspection/certification projects, including budgeting and resource allocation.

Routinely providing authoritative guidance and advice to aviation regulated entities in order to ensure compliance with Federal Transportation Laws.

Experience with ISO 9001, Quality Management Systems and Principles.

Extensive experience and skilled at analyzing regulatory compliance inspection results; preparing written reports and correspondence to include enforcement investigation cases for FAA legal action.

Global travel experience (Asia, Europe, Middle East) evaluating airline specific technical documents and aircraft inspections for regulatory compliance.

Meeting quarterly and calendar year FAA goals and safety responsibilities.

## SKILLS

- Strong verbal communication
- Project management
- Conflict resolution
- Powerful negotiator
- Extremely organized
- Team leadership
- Process implementation
- Risk management processes and analysis
- Safety management
- Global travel
- Quality/Safety Assurance FAA staff experience
- Written and oral communication skills
- Case management
- Current USG Security clearance
- Strong Interpersonal skills
- Licensed Pilot

## EDUCATION

**Ashford University**  
8620 Spectrum Center Blvd. San Diego, CA 92123 • Summa Cum Laude 2010

**Bachelor of Arts:** Social and Criminal Justice  
Completed college degree as an adult learner.

Member of Golden Key  
International Honour Society;  
Member of Alpha Sigma Lambda  
National Honor Society;

Ashford University Deans List: Fall Semester 2008; Spring Semester 2009; Summer Semester 2009; Fall Semester 2009; Spring Semester 2010; Summer Semester 2010.

Graduated FAA Academy 2004, leading to Aviation Safety Inspector Credentials.

Professional Licenses:

Airline Transport Pilot  
Type Ratings: B-777, B-757/767, CL-65, EMB-120, SF-340, BA-3100, CE-500, BE-1900.

Certified Flight Instructor, Multi-Engine and Instrument.

## WEBSITES, PORTFOLIOS, PROFILES

## WORK HISTORY

**Department Of Defense - Aviation Safety Inspector**  
Dubuque, IA • 05/2003 - Current

- Develop and administer regulations and safety standards pertaining to the operation of aircraft. Engage in the following types of assignments:
- Routine global flight inspections; inspections of domestic and foreign air operations stations within the FedEx system for compliance with Federal Transportation Laws.
- Examining airmen for initial certification and continuing competence;
- Evaluating airline/airmen training programs, equipment, and facilities;
- Evaluating the operational aspect of programs of air carriers and similar commercial and aviation operations for regulatory compliance.
- Works independently during flight and airport inspections identifying potential safety and technical areas to be rectified.
- Inspection of aircraft, flight crew procedures, loading facilities, cargo handling, Air Carrier procedures, and overall system safety management to ensure safe operation of the aircraft and compliance with the Federal Aviation Regulations.
- Perform aircraft accident and incident investigations; preparation of enforcement investigative reports for FAA legal or civil administrative action.
- Assigned as on-the-job office instructor for newly hired Inspectors.

**Pinnacle Airlines DBA Northwest Airlink - Airline Pilot**  
City, STATE • 2000 - 05/2003

- Assisted with the Safety Risk Management (SRM) process.
- Calculated the aircraft weight and balance, performance and fuel requirements.
- Managed all systems and situations affecting the flight while preserving passenger comfort, safety and well being.
- Directed ground crews in the loading and unloading of aircraft cargo or baggage.
- Ensured that all aircraft operational matters were within manufacturers, FAA and company limits including fuel loading, weight and balance and performance measures.
- Utilized standard operating procedures, effective crew resource management, communication and procedures specified in the company operation manual.
- Prepared and filed flight plans both domestic and international, utilizing all available resources and aircraft capabilities for maximum efficiency.