

# JESSICA CLAIRE

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## Professional Summary

I am very fortunate to honestly say, I love my job. I believe in the FAA, more specifically the NAS Planning & Integration vision and strive to play a larger role in its success.

## Skills

- Strong interpersonal skills
- Budgeting and finance expertise
- Budgeting
- Strategic thinker
- Financial monitoring and forecasting
- Presentation software
- Project planning and development
- Community relations
- Strategic planning
- Team building
- Project Management
- Team liaison
- Self-motivated
- Strong verbal communication skills

## Work History

### NAS Planning & Integration, Aviation Technical System Specialist, FV 2186 J Band , Current to Current

Federal Aviation Administration – City, STATE

- Lead Planner for general aviation, Part 139 and Core Airports in Georgia and Alabama
- Lead and coordinate project integration opportunities between airport authorities, state and local governments and multiple FAA lines of business
- Coordinate NAS projects/programs across multiple function/disciplines to create resource savings opportunities with an emphasis on the organization's vision and objectives
- Perform strategic planning and tactical coordination across Planning & Requirements, Engineering Services, Airport District Offices, Airport Authorities, state and local governments and other Service Center Lines of Business
- Coordinate with other lines of business to set priorities, assign tasks, monitor and brief high visibility issues/projects across multiple lines of business to Service Area Directors of Operation and staff
- Assist in developing Planning Specialists in technical and non technical areas
- Provide an all encompassing view of the airport, FAA, and state/local government projects to ensure that our resources are used in conjunction to further the National Air Space
- Participate in monthly airport communication and Airport District Office meetings
- Lead discovery team meetings to establish reimbursable agreements in GA and AL between the FAA and the airport sponsors to develop a scope, project requirements, and cost estimate for the agreement
- Coordinate with Requirements, Engineering Services and Cost Estimating and provide the Reimbursable to the external customer for review.
- Provide detailed IDT Briefings to the Regional Administrator and the Directors of Operations
- Serve as the focal point and Service Center entry point for external customers

### NAS Planning & Integration, Aviation Technical System Specialist, FV 2186 I Band, Current to Current

Federal Aviation Administration – City, STATE

- Point of contact for the Service Center on behalf of internal and external customers for Operational Reimbursable Agreements for General Aviation, Part 139 and Core Airports
- Coordinated with the sponsor to contract the FAA for Air Traffic Services for the maintenance of equipment or air traffic support for special events, such as the Masters, NASCAR races, college football, etc.
- Direct coordination with Directors of Operation, airport authorities, state and local governments and aviation authorities to establish the requirements and needs of the sponsor and/or customers for the event
- Prepared the reimbursable agreements with all parities concurrence, and forward it through the FAA legal channels and process it through headquarters for final approval
- Prepared inter-agency correspondence/Memorandum of Agreements (MOA) and correspond in writing pertaining to sensitive issues between the FAA and local government officials including DOD, City and State and others regarding NAS transition programs
- Established the needs/requirements for a temporary tower for special events
- provided technical advice, consultation, and support to all internal and external customers on impacts involved during the reimbursable process
- Supported the Lead Planners in development of Reimbursable Agreements at Core and Secondary Focus Airports
- Ensured that all agreements are properly aligned with our FAA Destination 2025

### Terminal Platform, Management and Program Analyst, FV 0343 H Band, Current to Current

Federal Aviation Administration – City, STATE

- Served as the point of contact for all capitalization issues concerning the Terminal and Surveillance Weather Programs
- Responded to OIG audit findings
- Participated on National Capitalization work groups
- Published and briefed capitalization training to Engineering Services
- Prepared financial reports and analysis for Program Implementation Managers
- Prepared headquarters financial reports for ATCT briefings
- Developed national service center workflows for capitalization
- Conducted inter-divisional meetings with Logistics, Engineering Services and Planning and Requirements
- Provided policy clarification
- Provide management guidance and solutions to national capitalization issues

### Enroute Platform, Management and Program Analyst, FV 0343 G Band, Current to Current

Federal Aviation Administration – City, STATE

- Principle point of contact for Delphi, Activity 5 and capitalization for multiple engineering centers
- Conducted quarterly reviews and briefings on Activity 5
- Forecast, formulate and track PCBT for multiple engineering centers
- Provided monthly fiscal Delphi reports to management
- Conducted inter-divisional bi-weekly meetings with Logistics and Accounting
- Prepared overall financial portraits to management
- A member of National Delphi Workflow Team
- Developed and conducted Delphi training classes for office and field employees across engineering centers
- Address headquarters financial labor issues
- Gathered and analyzed data for financial studies and reports and made recommendations based on findings

## Education

Associate of Science: Criminal Justice, 1996

Tennessee Tech University - Cookeville, TN

- 3.4 GPA