

# JESSICA CLAIRE

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## SUMMARY

Hardworking and reliable aviation mechanic and low observable technician with strong ability in the upkeep and rework of aircraft and support equipment. Proactive leader with strengths in communication and collaboration. Proficient in managing others and tasks appointed to our work center. Maintained extensive knowledge on aircraft systems and procedures throughout my naval career. Adept at managing concurrent objectives to promote efficiency and influence positive outcomes. Seeking a six month internship in (COMPANY) to gain hands-on experience. Talented Mechanic and team leader offering five years of success in high-stress environments. Offers proven ability to build effective teams and complete tasks at a rapid rate. Committed to identifying and leveraging opportunities for growth. Communicative and team-oriented with proficiency in Microsoft Excel, Microsoft Word and documenting day to day maintenance in Joint Technical Data entry programs. Proven history of fostering quick thinking to meet team, individual and management objectives. Tireless Aviation Structural Mechanic with five years of experience in removing, replacing, manufacturing, installing and repairing various aircraft systems. A strategic thinker with excellent troubleshooting and analytical skills. Talented at addressing concerns and resolving issues quickly and efficiently. Thorough experience in maintaining heavy equipment, aircraft and tools while supervising and inspecting other sailors and Marines. Expertise in troubleshooting faulty components in aircraft systems and preventing corrosion. Efficient at performing physically enduring functions and using tools such as drills, torque wrenches, speed handles, screw drivers, hammers, blades, hazmat and more. Aviation Inspector skillful in assessing aircraft and technician compliance with Naval Aviation safety regulations. Adept at observing procedures, examining documentation and surveilling activities to make accurate assessments.

## SKILLS

- Preventative maintenance
- Secret security clearance
- Aircraft equipment installation
- HAZMAT familiarity
- Aircraft inspections
- Technical documentation reading
- F35C aircraft trained
- Compliance standards
- Troubleshooting skills
- Inspections proficiency
- Maintenance review
- Inspection abilities
- Surveillance management
- Project Management

## EDUCATION AND TRAINING

North Kingstown Senior High School  
North Kingstown, RI • 05/2016  
*High School Diploma*

## EXPERIENCE

### Amentum - Aviation Structural Mechanic

Charlottesville, VA • 04/2019 - Current

- Completed daily inspections of each aircraft to check flight readiness.
- Performed preventive and corrective maintenance on F35C aircraft.
- Adhered to Naval Aviation Maintenance and JTD standards in all repairs.
- Inspected in-service aircraft and related equipment for defects and maintenance concerns.
- Tracked repair and maintenance activities with daily log updates and thorough reports.
- Assessed skills and knowledge of technicians working on aircraft.
- Completed airworthiness inspections of experimental, light support and restricted aircraft.
- Improved operations by working with team members and customers to find workable solutions.
- Demonstrated self-reliance by meeting and exceeding workflow needs.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.
- Supervised 13 sailors and marines in the Low Observable and Corrosion Control workcenters at VFA-125.
- Earned the position of Collateral Duty Inspector in the 12L and 12C Shops.
- Maintained

### Marsden Holding Llc - Plane Captain

Mentor, OH • 04/2017 - 03/2019

- Directed pilots using hand signals to maneuver aircraft safely and secured parked aircraft with chocks and tie-downs.
- Drained sumps and fuel drains to check for fuel contamination.
- Launched and recovered F35C aircraft during day and night hours in accordance with United States Navy guidelines.
- Examined tires for adequate air pressure and condition, removed and replaced defective tires to ensure aircraft safety.
- Performed pre-flight and post-flight maintenance inspections to prepare F35C aircraft for flights.
- Communicated with passing vessels using visible and audible signals.
- Collaborated with others to discuss new procedures.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.
- Demonstrated self-reliance by meeting and exceeding workflow needs.
- Recognized by supervisors for having exceptional knowledge on the F35C

### Blue Diamond Window Cleaning & Pressure Washing - Window Cleaner

City, STATE • 05/2015 - 01/2017

- Kept supplies organized and equipment well-maintained to stay ready for daily workloads.
- Managed job paperwork and customer relations, including collecting payments and providing receipts.
- Washed windows manually and with high-pressure systems.
- Checked work of less-experienced team members and corrected any flaws.
- Followed proper handling procedures for chemical cleaners and power equipment to prevent damage to floor and fixtures and maintain safe environment.
- Handled, mixed and stored chemical cleaners in compliance with safety requirements and standard operating procedures.
- Assessed functionality of cleaning equipment and performed repairs when needed.
- Managed day to day operations for the company.

### Meritage Restaurant - Food Runner/ Bus Boy

City, STATE • 06/2015 - 09/2016

- Communicated with seated guests for outstanding customer service.
- Coached newly hired employees to train on restaurant's process flow and safety procedures, enabling workers to improve speed and accuracy.
- Relayed orders and special requests to cooks, monitoring finished dishes for accuracy with preferences.
- Worked with bar staff to obtain alcoholic beverages and refills for customers throughout restaurant.