JESSICA CLAIRE

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SUMMARY

Coordinated Transportation Manager with 8 years of experience overseeing all aspects of the transportation department. Adept at scheduling and directing work activities while providing direction and leadership to drivers and other operations staff. Capable of conducting and processing company payroll, billing and auditing. Organized and efficient with outstanding interpersonal skills. Highly accomplished, versatile Transportation Senior Manager with extensive background supporting U.S. military operations, including logistics, supply chain management and training of high-impact teams within everchanging environments. Dynamic leader,consistently achieves outstanding results while building and maintaining strong, loyal relations with both clients and colleagues. Moves and relates effortlessly across all levels of management.

SKILLS

- Logistics Planning
- Complex Problem Solving
- Onboarding and Training
- Equipment Maintenance
- Detail-Oriented
- Time Management
- Worker Supervision
- Decision Making
- Customer Service

EXPERIENCE

Aviation Administrator, 01/2019 - Current
Bass Pro Shops – NE

- Supervisory Controls plan, implement, and control all operational administrative aspects of operational resource management, data analytics, technical guidance, and training of assigned aviation resource management personnel
- Requirements Analysis this is accomplished through the: interpreting and administering of laws and regulations; directing, controlling, and monitoring the resource and training requirements of assigned rated and non-rated aircrew for mission accomplishment and safety of flight
- Analytical Support provide research, information and analytical support to the Command Division and offices
- Integrates information from a variety of internal and external data sources for developing relevant long-term safety trends
- Action Officer identifies, retrieves, and organizes sources of data that would support the Division Management Team Risk Based Decision Making process and outcomes
- Coordinates to ensure that appropriate data is available to support the safety analysis process
- Unique Data Structures designs and develops unique data structures and databases for the Division Management Teams
- Aviation Logistics/Ground Support Equipment coordinates, integrates, and monitors the requirements determination process and development of doctrine, organization, materiel, personnel, and facilities for assigned systems
- Develops and promulgates guidance, provides technical advice and assistance to the Command for assigned material systems
- Recommends funding and priority for assigned systems through the Capabilities Needs Analysis process; and assists in integrating them into Aviation Logistics Modernization strategies and master plans
- Spearheaded initiatives to overhaul equipment and vehicles, helping operations stay ahead of the competition.

Logs and Records Specialist, 01/2014 - 12/2016
Kaneohe Bay – STATE

- Quantitative and Qualitative Techniques leads a team in applying a wide range of quantitative and qualitative techniques to collect, analyze, disseminate, and present large amounts of administrative data
- Workforce Management coaches the team in data mining, statistical modeling, statistical sampling, and performance evaluation to improve efficiency and create new business models
- Administrative Solutions coach the team in the selection and application of appropriate problem-solving methods and techniques, provide advice on work methods, practices, and procedures, and assist the team and/or individual members in identifying the parameters of a viable solution
- Provides team with the day-to-day guidance on work and distributes and balances the workload among employees in accordance with established workflow or job specialization, assure tiJessicay accomplishment of the assigned workload, and assures that each employee has enough work to keep busy
- Data Validation refines, verifies, and validates data integrity produced by the team, which involves information system infrastructure and data governance
- Consults with Division Chief and articulates and communicates to the team the assignment, project, problem to be solved, actionable events, milestones, and/or research/programmatic issues under review and deadline and time frames for completion.

Graphic Design

- Inter-Personnel Skill temperament to conduct interviews with users from all levels, create and explain designs to technical and non-technical staff, and work with a variety of personalities in a tactful, pleasant, and professional manner
- Exercises discretion and independent judgment in fulfillment of responsibilities
- Web Services Modification experience working with website design solutions providing development and support for Portal design; providing design, management and improvement including both internal, external portals and public facing websites in all domains
- Graphic Design produces camera ready graphic design material for promotional campaigns utilizing a variety of art media including illustration/photo manipulation/page layout programs on Macintosh computers, in black & white, and color utilizing full color computer graphics, photos, and Adobe Creative Cloud Suite
- Computer Image Modification create and modifies computer images and graphics, storyboards, artwork, and other production elements
- Review and edit scripts to ensure production will meet client goals and ensure compliance with component or agency public affairs communication themes and messages, protocols, and policy
- Photography and Audio takes photography, determines camera angles, proper shot sequencing, and audio and lighting requirements
- Special Effects uses established sources of photography and audiovisual talent and special effects, such as music libraries, stock footage, and post-production services to acquire the elements needed for the production
- Audiovisual Production produce and direct audiovisual production; edit films, video, and scripts; and create computer images for audiovisual products
- Reviews and edits photos and scripts for coordination and continuity of audiovisual productions and to ensure content properly reflects communication themes and messages
- Selects scenes and events to be photographed or recorded and determines appropriate background, color, lighting, and action
- Audio Engineering possess a deep understanding of the principal tools of audio engineering including compression, EQ, dynamics
- Knowledge of live video production and systems
- Familiar with current industry standard formats and techniques
- Power Requirements knowledge of power requirements and ability to calculate power draw and load
- Intelligent Fixtures knowledge of lighting design/programming and how to operate digital consoles and intelligent fixtures

Analytical

- Reporting specialist in performing system analysis and oversight of supply effectiveness metrics
- Data Analysis Recommendations for improvement, utilizing, data mining, and business analysis metrics for all special project management initiatives relating to supply management requirements
- Pattern Analysis researched, evaluated, and provided support/analysis to correct problems and analyzed patterns in customer support requirements
- Supply Informatics monitored supply information systems, data collection and analysis, computer programs, logistic software, and hardware to determine their efficiency in meeting established information requirements
- Segmentation Techniques increased usefulness of analytical reports with enhanced data mining and segmentation techniques, optimized statistical quality by developing databases, collection systems, and analytics
- Improved operations with skilled data interpretation and results analysis using various statistical techniques.

EDUCATION AND TRAINING

Bachelor of Arts: Interdisciplinary Studies, 01/2023
Coastal Carolina University - Conway, SC

Technical Core Curriculum Graphic Design Techniques ARDT 202, Electronic Design ARTS 201, Black and White Photography ARTS 261, Fundamentals of Art ARTS 103, Digital Photographic Techniques ARTS 362 374, Technical Core Curriculum Contemporary Graphics ARTH 337, Drawing I & II ARTS 111 112, Life Drawing ARTS 231