

# JESSICA CLAIRE

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## Professional Summary

Accomplished Chief Pilot with more than 16,000 flight hours in Single/Multi and Turbine Aircraft aircraft. Exceptional leadership, planning and program management skills developed over 42 years of experience in the industry.

## Skills

- Pre-flight checks
- 16,000 hours in Single Multi and Turbine Aircraft
- Navigation
- Aircraft maintenance reports
- Aviation regulations knowledge
- Simulator training
- Pre-flight check
- Flight planning
- Route planning
- CE 550 and CE560 type ratings
- Recordkeeping requirements
- Flight plan filing
- Crew leadership
- Passenger transportation
- Log updating

## Work History

### Aviation Department Manager/Chief Pilot FAR/91, 12/1992 to Current

#### Eagle Aviation Inc – Columbia, SC

- Managed all systems and situations affecting flight while preserving passenger comfort, safety and well being.
- Set courses and monitored in-flight data, autopilot and weather conditions to maintain schedule and safety.
- Identified targets of opportunity during flight operations.
- Maintained current knowledge of FAR, ICAO and EASA regulations.
- Met with other crew members to plan missions prior to flight and review results following completion.
- Prepared and distributed instructions and policy updates to all active crew before departing.
- Shuttled aircraft to and from depots for routine and urgent maintenance requirements.
- Monitored pilot performance and coached individual crew members to improve abilities.
- Trained on Yearly basis in flight simulator to prepare for unexpected flight situations.
- Attained detailed weather reports prior to planning flights.
- Performed comprehensive checklists prior to takeoff to reduce possible safety issues.
- Planned routes, altitudes and speeds to provide fastest, safest and smoothest flights for on-time arrivals and high levels of passenger satisfaction.
- Reviewed aeronautical charts and used navigational instruments during each flight and maintained strong knowledge of government and company regulations.
- Continually evaluated craft performance and environmental conditions to execute flight path changes if required.
- Completed flights between domestic destinations in all weather conditions while remaining composed and poised.

### Owner/President Penn-Selin Air, Inc. Flight School, 02/1994 to 12/2014

#### N/A – City, STATE

- Managed day-to-day business operations of a six aircraft flight school
- Operated under FAR 61/91/135
- Trained and motivated employees to perform daily business functions.

### Pilot Captain FAR Part 91, 03/1987 to 07/1992

#### Penn Lyon Housing Systems FAR Part 91 – City, STATE

- Reviewed passenger manifest to assess passenger weights and cargo weights for appropriate aircraft load balancing.
- Conducted routine pre-flight inspections of aircraft, reviewed maintenance logbooks and Minimum Equipment List (MEL), with special attention to proper sign-offs.
- Performed navigational assessments during flight to determine if flight plan meets operational limitations of aircraft.
- Monitored in-flight fuel consumption and calculated required fuel quantity based on destination and flight plan.
- Coordinated fuel loading and tested for water contamination prior to departure.
- Stayed abreast of developments Federal Aviation Administration regulations and other federal, state, local and international regulations affecting operations.
- Operated aircraft in accordance with Aircraft Flight Manual, Minimum Equipment List, and Standard Operating Procedures.
- Checked aircraft safety requirements and completed safety briefing with passengers prior to departure.
- Studied weather conditions at destination, en route and at departure points to make necessary flight adjustments.
- Performed pre-flight inspections to prepare for flight.
- Delayed or canceled flights or deviated from planned route or destination to exercise precaution.
- Reviewed and calculated aircraft weight and balance, fuel onboard and performance charts to reduce safety risks.
- Planned routes, altitudes and speeds to provide fastest, safest and smoothest flights for on-time arrivals and high levels of passenger satisfaction.

### Charter Pilot, 01/1983 to 03/1987

#### Air Penn LTD FAR Part 135 – City, STATE

- Set courses and monitored in-flight data, autopilot and weather conditions to maintain schedule and safety.
- Continually evaluated craft performance and environmental conditions to execute flight path changes if required.
- Completed flights between domestic destinations in all weather conditions while remaining composed and poised
- Observed PA 31-350 aircraft safety systems and operational conditions and immediately reported issues to Director of Flight operations
- Attained detailed weather reports prior to planning flights.
- Performed comprehensive checklists prior to takeoff to reduce possible safety issues.
- Planned routes, altitudes and speeds to provide fastest, safest and smoothest flights for on-time arrivals and high levels of passenger satisfaction.

## Education

### No Degree: Completed One Year in Geological And Earth Science

#### Susquehanna University - Selinsgrove, PA

### High School Diploma: 05/1978

#### Selinsgrove Area - Selinsgrove

## Certifications

Airline Transport Pilot Certificate 3307685 Issued 12/16/2013

Flight Instructor Airplane Single and Multiengine Instrument 2/29/2024

DPE under Harrisburg FSDO since 01/1993

FAA Second Class Medical Issued 03/13/2021

Copies Attached