

Jessica Claire

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SUMMARY

- Highly motivated, effective communicator and problem solver who successfully completed a nine total of years in a professional environments. Works well with team members and groups from diverse backgrounds.
- Reliable, diligent and flexible professional with superb leadership capabilities.

HIGHLIGHTS

- Effective team leader
- Confidential Security Clearance
- Strong organizational skills
- Active listening skills
- Detail-oriented
- HAZMAT training
- Energetic work attitude
- Seasoned in conflict resolution
- Inventory control familiarity
- Cash handling accuracy
- Excellent multi-tasker
- Shipping and receiving

ACCOMPLISHMENTS

- Maintained 100% accountability of a large section of equipment worth over a million dollars during overseas deployments and home-port visits. Received Global War on Terrorism Service Medal. Successfully planned and executed corporate meetings, lunches and special events for groups of 250 employees.

EXPERIENCE

AVIATION ORDNANCEMAN

02/2009

Petco | Albany, NY

Inspect, maintains and repair aircraft mechanical and electrical armament/ordnance systems. Service aircraft guns and accessories;
Stow, assembles and load aviation ammunition including aerial mines, torpedoes, missiles and rockets.
Service bomb, missile and rocket releasing and launching devices; Load supplementary munitions;
Assemble, tests and maintain air-launched guided missiles;
Supervise operation of aviation ordnance shops, armories and stowage facilities

SALES TRANSACTION ASSISTANT

10/2012 to 2013

Lockheed Martin Corporation | Goodyear, AZ

Provides friendly, fast, and accurate processing of all types of customer transactions. Ensures that no customers are ever left unserved or under served, providing velocity and solutions support to customers. Partners with other employees, especially, Multi-Channel Sales Associates to ensure customers' end-to-end needs are met.

TEAM MEMBER

2007 to 01/2009

Macy's | Flint, MI

Performed a multitude of job duties to support the operation of a fast food. Primary crew member job duties included interacting with customers, maintained store cleanliness, taking customer orders, and completed transactions on the cash register. Worked in a timely manner to prepared, cooked, bagged, and served food. Maintained drive-thru orders and unloaded deliveries.

SUBCONTRACT ADMINISTRATOR

03/2005 to 07/2006

KBR | City, STATE

Obtain goods or services requested for an organization. Responsible for the procurement of materials, equipment or services that support a company's business efforts. Monitor the terms of the subcontract including progress, plans, invoices and payments. Complied with any applicable state or labor requirements, as well as company policies.

RETAIL ASSOCIATE

02/2003 to 2005

Walmart | City, STATE

Provided courteous and quality service to the customers. Successfully representative friendliness, a positive attitude, and the ability to work within a team. Communicated efficiently with customers, store management, and other coworkers. Basic computer skills, the ability to stand for extended periods of time, and problem solving skills.

EDUCATION

Associate of Arts | Criminal Justice

2014

Saint Leo University, Saint Leo, Florida

An opportunity to interact with practicing professionals and study career-specific skills in criminal justice. An overview of the philosophy and development of the U.S. criminal justice system, its agencies and institutions, and the issues and challenges they face
A strong focus on criminology, criminal investigation, criminal law, domestic and international terrorism, and methods of countering terrorism
A capstone project in which you will apply the techniques and skills you study in your courses in real-world criminal justice scenarios.