

JESSICA CLAIRE

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☎ (555) 432-1000

📍 Montgomery Street, San
Francisco, CA 94105

SKILLS

- Federal Aviation Administration (FAA) regulations
- CPR certification
- AED certified
- Tempus certified
- Water certification wth raft
- Cabin technologies
- Trained on the:
 - 737/200
 - DC9
 - 727
- Current on the:
 - Falcon 2000
 - Challenger 650
 - Global 5000
 - Global 6000

EDUCATION

Southwest Missouri State
University
Springfield, MO • December 1980

Bachelor of Science: Personnel
Management/Business

PROFESSIONAL SUMMARY

Organized, enthusiastic, flexible and a good team player. I approach matters with a very positive, happy attitude.

WORK HISTORY

Skywest Airlines - Private Aviation Flight Attendant

Los Angeles, CA • 08/2001 - Current

Communicate with employees at the FBO what and when I will need catering, ice, papers, coffee and any other assistance for an on time departure.

Arrange passenger and crew catering at International locations.

Prepare the cosmetic and comfort items for our owners.

Perform a safety check of all emergency equipment.

Brief with pilots to make sure we all understand our emergency procedures, passengers names and needs, weather inflight, to name a few. Any necessary information regarding our flight.

Stow and confirm all passenger and crew catering.

Greet passengers as they board and assist with proper cabin bag stowage. Proper seat restraints for children proper placement of the seat restraints.

Brief passengers on exits, how to operate the exits, use and operation of seat belts and shoulder harness, compliance of all signs and placards, no smoking, use of PED equipment, location and operation of fire extinguishers, life raft and life vest.

Prepare and serve drinks and meals comparable to five star dining.

Wash all dishes

Prepare and serve pilot meals.

Assist passengers as they deplane with bags.

Thoroughly wipe down all wood, mirrors, wash basins, toilets and vaccumb cabin.

Complete a full inventory of all supplies.

When at a Netjets locker location, retrieve all supplies, board them and restock aircraft.

Legend Airlines - Flight Attendant

City, STATE • 07/1999 - 10/1999

Performed similar duties as mentioned above only on a commercial airline with help from other Flight Attendants. Legend was a start up airline out of Dallas Love Field, TX. Thier concept was to fly fifty first class seats with five star service from Dallas to big business travel locations. They went bankrupt within a few months.

Hurst, Euless, Bedford School District - Assistant teacher for special needs children.

City, STATE

Assisted in what ever way these children needed. Getting to and from class, assisting in the bathroom, helping them eat, school work and just loving them. legend went under in November 2000.

I assisted from January-May 2001 and started with Netjets in Sept of 2001.

Self - Mother

STATE • 03/1983

The hardest most rewarding job to date. Raising my two oldest daughters, Molly and Maggie. Still enjoying late motherhood raising our adopted, already fourteen year old daughter Maura.