

# Jessica Claire

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## PROFESSIONAL SUMMARY

- Experienced project & operations manager with over 15 years of experience in within the marine service industry. Excellent reputation for resolving problems, improving customer satisfaction, and driving overall operational goals.
- Proven effective leader skilled in development and oversight of high-performing, multi-disciplined and quality-oriented teams. Comfortable in managing both standard maintenance services to complex technical repairs, that include subcontractors and/or multiple shift operations. Familiar with managing these projects both locally and in remote locations.
- Adept problem solver, employing creativity and innovation to overcome challenging and complex issues across employees, processes and costs. Focused and meticulous in all financial and regulatory compliance objectives to strategically plan and execute budgets, forecasts, cost-reduction techniques and safety initiatives.

Outstanding communicator and well-versed in employee, vendor and partner relations. I have acquired a broad set of skills that makes me versatile and effective in multiple areas of any operation.

## SKILLS

- Marine Maintenance Execution & Management both underwater and in dry conditions. Field technician and supervisor for over 15 years
- Technical In Water & Hyperbaric Repair Execution & Management. Project Manager for over 10 years
- Project development including conception, logistics, personnel, equipment and budget
- Vessel & Welding Blue Print Reading
- Effective and personable communicator
- Familiar with Microsoft Programs including Word, Excel, Outlook, and Publisher
- Familiar with Adobe X & Adobe DC
- Training of Personnel
- Estimator
- Vendor procurement and management
- Mergers and acquisitions knowledge
- Organizational Management
- Inventory management
- Business Development
- Operations management

## WORK HISTORY

### BUSINESS MANAGEMENT SPECIALIST

01/2019 to CURRENT

#### Allison Transmission Inc. | Lewisburg, TN

- Met project deadlines without sacrificing workmanship and budget.
- Updated operational methods and oversaw accounting procedures for improved efficiency.
- Maintained relationships with material vendors to lower costs and diversify capabilities.
- Developed and initiated projects, managed costs and monitored performance.
- Asset Management
- Implemented policies and procedures in support of business area strategy.

### OPERATIONS MANAGER

01/2016 to 08/2019

#### Chris Kids | Lawrenceville, GA

- Managed day to day operations along with key specific project needs.
- Scheduling of multiple jobs and personnel both locally and globally.
- Maintained budget management, equipment control and material availability both for direct services and facility management.
- Conducted performance reviews annually.
- Maintained client communication and managed customer expectations.
- Implemented policies and standard operating procedures for continuous improvement.
- Built relationships with customers and managed accounts to drive revenue and profit.
- Managed local safety as being on of the organizations safety officers.
- Reviewed all emergency procedures before each dive and followed safety protocols to protect team members.
- Managed all maintenance and repair services for 3.5 years. This included equipment, subcontractors, personnel, scheduling, estimating, and execution.
- Managed warehouse equipment and inventory.
- Managed all forms of freight services.

### COMMERCIAL DIVER/ PROJECT MANAGER

01/2003 to 01/2016

#### Sea Sub Systems Inc. | City, STATE

- Executed various maintenance services and technical repairs as field technician / supervisor for over 10 years.
- Managed quality assurance programs, training procedures, and safety items.
- Responsible for equipment organization, maintenance, and repair.
- Responsible for warehouse organization and upkeep.
- Delivered projects to pre-determined budget, maintaining time parameters and quality standards.
- Maintained tactical control of project budgets and timelines to keep teams on-task and achieve schedule targets.
- Educated key personnel in appropriate production methods to achieve expectations and meet quality control standards.
- Took active role in company growth by consistently providing quality customer service to promote growth and retention.
- Detailed improvements to restoration plans by creating detailed budgets, schedules and costing estimates for clients.

## EDUCATION

### Welding Technology

2006

#### Pinellas Technical Education Center, Clearwater, FL

Learned SMAW and GMAW welding processes. This included fabrication and construction. Oxy - Fuel cutting processes also utilized along with air arc gouging. Print reading included in this training.

### High School Diploma

2002

#### St. Petersburg Collegiate High School, Saint Petersburg, FL

## CERTIFICATIONS

- AWS D3.6 Underwater Welding Code - Class A - 3F/4F
- AWS D1.1 Structural Steel Code - 3G
- AWS Welding Inspection - D1.1 Structural Steel Code
- In - Water Welding - 3F/4F - Lloyds Register / DNVGL / ABS / BV
- Kirby Morgan Dive Systems, INC. Certified Maintenance and Repair Technician
- ALL-PRO Occupational Trainers Certificate - HAZMAT
- American Society of Non Destructive Testing TC-1A- Level II - MPI & Visual Inspection
- Propeller Repair Level I Technician - Wartzila / Sub Sea Propellers Inc.
- Red Cross First Aid / CPR / O2 / Blood Pathogen