

# Jessica Claire

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**PROFESSIONAL SUMMARY**

Seasoned aviation maintenance supervisor, bringing demonstrated safety management and performance optimization skills gained during experience in high stress and fast-paced settings. Deliver in-depth training and mentoring to help each improve abilities and advance work quality. Dependable, hardworking and level-headed in addressing diverse problems.

**ACCOMPLISHMENTS**

- Supervised team of 10-60 staff members.
- Used Microsoft Excel to develop inventory tracking spreadsheets.
- Resolved product issue through consumer testing.

**SKILLS**

- Knowledge of aircraft hardware and materials and processes.
- Military maintenance requirements
- Basic print reading skills and layout skills
- Strong communication
- Teambuilding
- Customer service
- Critical thinking
- Microsoft Office
- Planning and Coordination
- Adaptability
- Flexible & Adaptable
- Maintenance & Repair
- Data management
- Collaboration
- Quality assurance controls
- Incidents management
- Continuous improvements
- Priority management
- Team Building
- Project Management
- Inventory oversight
- Strategic planning
- Staff Management
- Training and mentoring
- Multitasking and Prioritization
- Project Tracking
- Attention to Detail
- Data Verification
- Decision Making
- Self-Starter
- Data Compilation
- Records Management
- Microsoft Excel
- Ability to catch errors
- Accurate
- Excellent grammar
- Good telephone etiquette
- MS Office

**WORK HISTORY** **AVIATION MACHINISTS MATE** **11/2006 to CURRENT**

**Bluechip Pros | Toledo, OH**

- Disassembled, repaired and replaced components in aircraft's body or engine.
- Performed ground checks and assisted functional check pilots with in-flight functional check procedures.
- Used technical data to diagnose and solve maintenance problems on aircraft systems.
- Performed aircraft structural repairs as related to sheet metal and composite structures.
- Assisted with aircraft and equipment transport and movement.
- Completed average of thirty work orders each day.
- Maintained orderly and safe work environment by enforcing tool control and FOD awareness, prevention and safety at all times.
- Removed and installed aircraft subsystem assemblies such as engines, rotors, gearboxes, transmissions and mechanical flight controls.
- Documented all inspection and maintenance actions in aircraft forms, IMDS and FERMS.
- Provided for servicing, maintenance and protection of aircraft while away from home station.
- Coordinated and distributed exposure and contamination control procedures.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.

**SUPERVISOR** **11/2006 to CURRENT**

**Kaiser Permanente | Woodland Hills, CA**

- Maintained clean and well-organized production areas to avoid violations or unnecessary work delays due to hazards or inefficient layouts.
- Developed training, task and process guidelines and communicated clear and concise directions to employees.
- Worked with management team to implement proper division of responsibilities.
- Directed staff and managed annual capital budget.
- Applied strong leadership talents and problem-solving skills to maintain team efficiency and organize workflows.

- Created successful work schedules for each team member to maintain deadlines and fully staff shifts.

- Monitored workshop work flow for over 50 employees.

- Evaluated employee performance and coached and trained to improve weak areas.

- Maintained compliance with company policies, objectives and communication goals.

- Analyzed equipment breakdowns using various troubleshooting methods.

- Supported safety officer to enforce regulations, laws and established policies throughout operational stages.

- Set overall vision and provided team leadership.

- Performed annual evaluations and reviews for large staff of employees.

- Identified individual employee's unique work styles and adapted management methods.

- Mentored newly hired employees on operating equipment and safety and developed training manual to use for reference.

**PCP SOMNOGRAPHIC TECHNOLOGIST** **08/2004 to 12/2005**

**Sleep Studies, LLC | City, STATE**

- Explained study procedures, findings and diagnoses to patients to promote understanding of disorders and recommended treatments.

- Documented routine observations to facilitate scoring and interpretation of polysomnographic results.

- Followed "lights on" procedures to verify integrity of collected data.

- Prepared detailed reports of findings and offered insights to aid in diagnosis of disorders.

- Studied polysomnograms to recognize abnormal respiratory patterns and arrhythmias.

- Applied electrodes and sensors to 2 patients per night.

- Operated closed-circuit television cameras to record patient sleep activities and observe patient during tests.

- Operated polysomnography equipment to record electrical activity of brain waves and other physiological variables.

- Selected and calibrated appropriate equipment for testing to make adjustments and verify proper functioning.

- Gathered, documented and tracked test results for physician interpretation.

- Summarized technical data to assist physicians to diagnose brain, sleep or nervous system disorders.

- Attached electrodes to patients using adhesives.

- Helped to complete procedures such as EEGs, PSGs and NCSs.

- Monitored patients during tests or surgeries using electroencephalographs (EEG), evoked potential (EP) instruments or video recording equipment.

**EDUCATION**

**Bachelor of Science | Computational Science**  
**University of Maryland - University College, Hyattsville, MD**

**ADDITIONAL INFORMATION**

I work efficiently and accurately in any situation and adapt to my current settings and situations to successfully accomplish my goals. I am a critical thinker with a creative mind who is very observant and meticulous.