

JESSICA CLAIRE

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📍 Montgomery Street, San
Francisco, CA 94105

EDUCATION

University of California Berkeley
Berkeley, CA • 2011

Bachelor of Arts: Interdisciplinary
American Studies with a focus on
Evolving American Institutions

- Earned degree in 3.5 years,
while simultaneously employed
and actively engaged in
community service and
extracurricular activities

Tamalpais High School
Mill Valley, CA • 2008

High School Diploma: General
Education

- Graduated with highest honors
with numerous academic and
athletic awards

SUMMARY

Marine Corps Aviation Intelligence Officer transitioning to the Selected Marine Corps Reserve after training, in order to simultaneously pursue both a military and civilian career. Trained to provide tailored, timely, relevant all-source intelligence support to the Commanding Officer to reduce uncertainty and aid in the decision making process. Key qualifications include strong communication and public speaking skills, and the ability to make flexible, measured decisions in time-compressed environments. Excellent ability to take voluminous amounts of disparate data and analyze, evaluate, and synthesize into context in order to improve situational awareness and fill information gaps. Holds a Government Top Secret Security Clearance (TS/SCI).

EXPERIENCE

United States Marine Corps - 2ndLt, Aviation Intelligence Officer Course
City, STATE • 07/2013 - 10/2013

- Learned critical analysis, synthesis and information evaluation skills in order to produce tailored intelligence products
- Led team of 13 officers in simulated time sensitive operations; effectively planned, task organized, and supervised these large projects with stellar results
- Exercised communication and public speaking skills giving daily briefs to superiors and defending the bold assessments made in the briefs

United States Marine Corps - Assistant to Officer Selection Officer
City, STATE • 05/2013 - 07/2013

- Trained, mentored, and evaluated potential Officer Candidates
- Expanded network with Universities, Law Schools, and Community Colleges from the eastern Bay Area to the entire western half of Northern California, from San Francisco to the Oregon border, personally meeting career center personnel and collectively developing a recruiting strategy and framework
- Helped Berkeley Office outperform nationwide averages with an Officer Candidate Course Selection Board acceptance rate of 56% compared to the 41% national average

United States Marine Corps - 2ndLt at The Basic School
City, STATE • 08/2012 - 04/2013

- Learned to effectively mentor, train, and develop subordinates while maintaining a respectful yet confident relationship with superiors
- Learned to make difficult leadership decisions when given imperfect and/or incomplete information
- Underwent thorough training in the "decide, communicate, and act" decision chain problem framing strategy

United States Marine Corps Officer Candidate School - Officer Candidate
City, STATE • 05/2012 - 07/2012

- Graduated with the top academic GPA in platoon
- Underwent rigorous evaluation of a potential Marine Officer's ability to lead others, make bold decisive choices, and insert himself at the point of influence under duress

University Of California Berkeley Recreational Sports Facility - Fitstaff Employee
City, STATE • 06/2008 - 04/2012

- Supervised weight room activity at two locations
- Responsible for the conduct of patrons, area cleanliness, and gear accountability

Stiles Hall "Sports 4 Kids" - After School Youth Mentor
City, STATE • 07/2008 - 11/2011

- Mentored underprivileged elementary school students, teaching them math, vocabulary, and basic reading skills
- Coached students in proper nutrition and multiple sports and exercise.

ACCOMPLISHMENTS

- Appointed to Commanding General's Honor Roll (top 10% out of 300 officers) at The Basic School (USMC) leadership course, outperforming peers in a rigorous six month curriculum that combines academics, military skills, and leadership evaluations
- Excelled at USMC Aviation Intelligence Officer Course, finishing in top three of the class in a curriculum designed to simulate deployment-tempo operations
- Served under the Officer Selection Officer at Marine Corps Officer Selection Station, Berkeley, CA and helped restructure recruiting strategy and resource allocation, resulting in resounding success. The Office is now ranked the number one Officer Selection Station in the 12th USMC Recruiting District
- Received accolades from the University of California Berkeley American Studies Department for senior thesis, "Understanding the Modern Service Member and Military in the Context of the All Volunteer Force"
- Selected and served as a member of the elite Oski Committee at the University of California
- Member of Delta Kappa Epsilon Fraternity Executive Council in 2010 when the chapter won National Chapter of the Year (Lion's Trophy)
- Bank of America Award for Excellence in Social Studies, 2008
- Marin Athletic Foundation: Marin County Outstanding Scholar Athlete, 2008
- Co-Captain: Varsity football, basketball, baseball
- "The Stock Market Game" Winner, Northern California Region in 2008
- B. Schneider Award: Excellence in English and Sports