

# JESSICA CLAIRE

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## SKILLS

- CA
- Data Processing
- Government
- Instructor
- Inventory
- Mechanical
- Mentor
- Naval
- Navy
- Organizational
- Personnel
- Safety
- San
- System Administrator
- Training delivery

## EDUCATION

Coastline Community College  
Fountain Valley, CA • 2015

*Associate of Arts Degree:*  
Supervision and Management

## PROFESSIONAL SUMMARY

Navy Maintenance and Material Management Specialist A skilled and proficient maintenance and material management Coordinator expert capable of overseeing all aspects of mechanical and electrical maintenance, repair, and support. In addition, to hands-on maintenance expertise, recognized as a Master Training Specialist with vast experience delivering all facets of 3M training to enlisted, officers, and civilian personnel as well as technical briefs at all levels of shipboard and ashore maintenance managers.

## WORK HISTORY

**Basf - Maintenance and Material Management Coordinator**  
Vidalia, LA • 01/2017 - Current

- Coordinate all aspects of shipboard maintenance and the material management (3M) system.
- Oversee the work activities of 42 Divisional Work Center Supervisors in six departments.
- Serve as the point of contact for all memorandum of agreements for contract work performed on the ship.
- Utilize the Data System Manager (MDS) and direct the planned maintenance system (PMS).
- Serve as the System Administrator for SKED 3.2 and the Organizational Maintenance Management System (OMMS).
- Maintain Automated Ships Interface (ASI) data.
- Inspect, and verify completion of 250,000+ maintenance checks and 50K equipment validations for multiple electrical and mechanical shipboard systems conducted by 300+ technicians.
- Maintain optimal material readiness through proactively processing 3,400 work requests in the current ship maintenance project (CSMP).
- The 3M team received 90% and a Maintenance Certification for the maintenance assessment conducted by the Afloat Training Group (ATG) San Diego.
- Verified the completion of 1200+ job assignments performed by civilian contractors and the Southwest Regional Maintenance Center with zero accidents or injuries.

**Ace Hardware - Department Head**  
Honeoye Falls, NY • 01/2014 - 01/2017

- Designated as the Department Manager and Lead Instructor at the Surface Warfare Officer School Command, Engineering Learning Site in San Diego, CA.
- Assigned the responsibility of curriculum accuracy and directed the activities of 16 military and three civilian instructors to teach and mentor students material encompassing 14 surface engineering courses.
- As an instructor presented lectures utilizing various learning techniques, including case studies, questioning, and recitation.
- Applied self and group-paced methods to guide the class to acquire the necessary knowledge.
- Appropriate course revisions, and utilization of current and effective training techniques.
- Coordinated the training delivery of eight new courses for the LSD 41/45 and LPD 17 class U.S. Navy ships.
- Guided efforts to provide classroom and laboratory training to ~1000 military personnel requiring 4,600+ instructional hours.
- Managed and scheduled in-depth evaluations for 14 courses to ensure completeness and accuracy.
- Based on the review results, recommended addition, removal, or modifications to course material to ensure compliance with Naval Education and Training Command and Surface Warfare Officer School Command requirements.
- Achieved Master Training Specialist qualification.
- Scored 100% Electrical Department compliance with all Naval Regulations and Instructions.

**Basf - Maintenance and Material Management Coordinator**  
Appleton, WI • 01/2011 - 01/2014

- Supervised 170 enlisted military personnel and 21 officers in 36 work centers and five departments to track, plan, and complete 25K maintenance system checks, 1,200 spot checks, and 10K equipment validations.
- Monitored and managed the maintenance inventory using the Shipboard Non-Tactical Automatic Data Processing (SNAP) minicomputer system.
- Also tasked to serve as the Availability Manager for the ship.
- Managed all aspects of maintenance and material management (3M) systems.
- Assigned to implement and effectively utilize the planned maintenance systems (PMS) for the ship.
- As the Maintenance Data Systems (MDS) manager, overseeing the performance of the MDS.
- Guided 978 work order candidates for the Current Ship's Maintenance Project (CSMP) which was a critical aspect of the material readiness status for the ship.
- Developed and initiated a proactive Maintenance Personnel Qualification Standard training program for 36 work centers which significantly improved the maintenance and material program on the ship.
- Led 120 personnel to successfully pass qualification tests.
- Administered 500 tests to 215 individuals.
- Counseled nine Commanders from Destroyer Squadron One to prepare for Maintenance Certification tests.

**Navy Occupational Safety And Health Environmental Training - Program Manager/Lead Instructor**  
City, STATE • 01/2010 - 01/2011

- Led the implementation of the Navy Occupational Safety and Health (NAVOSH) program, the Recreational, Athletics, and Home Safety Program, and the Traffic Safety program.
- Directed the western region's global training operations for ship safety programs.
- Provided safety training to 900+ students at nine worldwide locations.
- Generated over \$120K in student travel cost saving through utilizing various distance learning tools to provide safety courses to a worldwide audience.
- Designed and launched an annual Safety Development Conference with global participation of 800+ military and government safety professionals.