

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Resourceful and quick-thinking logistics specialist with 4 years in warehouse and inventory management. Improves shipping and receiving efficiency and accuracy by applying strong leadership skills. Implements organizational procedures and technologies to improve productivity efficiency and minimize surplus stock. Brings extensive experience in high-volume warehouse operations, including classified material. Exceptional organizational skills and strong attention to detail.

SKILLS

- Exceptional communication skills
- Shipping and receiving professional
- Hard working and self-motivated
- Inventory management
- Training and development
- Excellent time management
- Preventative safety
- Secret Clearance

WORK HISTORY

12/2012 to 12/2016 **Aviation Logistics Specialist**

Sheridan Group Inc. Company – Manchester

Supervised warehouse functions to include receipt, storage, issue and shipment of aeronautical material.

Exercised custody of material by conducting wall-to-wall inventories and properly handling causative research for unaccounted assets. Coordinated shipments of aeronautical equipment to abroad deployment sites and domestic sites.

- Handled classified shipments to abroad deployment sites as well as domestic with keeping 100% accountability on all classified material.

Trained, developed and led personnel to improve technical proficiency, oral communication, ethics, and professional maturity, by setting examples for them to emulate.

- Processed 40+ shipments per one week period.

01/2006 to 09/2009 **Clerk**

Festival Foods – City, STATE

- Prepared food items consistently and in compliance with recipes, portioning, cooking and waste control guidelines.
- Managed wide variety of customer service and administrative tasks to resolve customer issues quickly and efficiently.
- Ensured superior customer experience by addressing customer concerns, demonstrating empathy and resolving problems on the spot.
- Routinely answered customer questions regarding merchandise and pricing.
- Greeted customers entering the store to ascertain what each customer wanted or needed.
- Recommended, selected and helped locate and obtain out-of-stock product based on customer requests.
- Built long-term customer relationships and advised customers on purchases and promotions.

EDUCATION

High School Diploma

San Diego Miramar College - San Diego, Ca

ACCOMPLISHMENTS

- Led teams to achieve 6 consecutive grades of 97% or higher for bi-annual inspections, with 100% inventory of over 4,000 line items during each inspection.
- Led warehouse team that had a 0% injury rate for 4 years in a row.
- Researched, followed up on and tracked down over 800 requirements resulting in a 100% on 3 consecutive Aircraft Wing Area Inspections.
- Navy and Marine Corps Achievement Medal
- Certificate of Commendations
- Letter of Appreciations

CERTIFICATIONS

- Secret Clearance
- Airspeed Yellow Belt