

Jessica Claire

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Professional Summary

Decisive Logistics Manager with talent for negotiating and implementing cost-saving measures while maintaining quality. Adapts quickly to changing needs of fast-paced and growing organizations.

Skills

- Inventory Management Software
- Logistics Processes Planning
- Budget Preparation and Management
- Supply Chain Coordination
- Emergency Operating Procedures
- Operations Control
- Business Operations
- Warehouse Inspections
- Data Interpretation

Work History

- 04/2021 to 06/2022

General Aviation Administrator
Vse Corporation – Fort Benning, GA
 - Facilitated and supervised two cost center budgets.
 - Procured and receipted under the Airport’s and Spaceport’s cost center.
 - Facilitated and supervised operational and facilities procurement contracts.
 - Assisted in supervision of airport operations and facilities daily functions.
 - Supervised airport’s utilities, telecommunications, badging, travel, and administrative standardization.
 - Managed general aviation training program.
 - Coordinated, gathered, reviewed, compiled, and maintained all complex files on sensitive/confidential issues.
 - Expert in airport documentation to include website, SharePoint, Oracle, Microsoft Office suite, airport programs and electronic file management.
 - Provided timely and effective customer service support for internal and external customer inquiries on airport facilities and services and provided general information.
 - Served as staff liaison to department heads, special committees, and boards, standing commission committees or other entities as required.
 - Provided administrative support and guidance to the Cecil Airport & Spaceport Director and the Cecil staff.
 - Travel and Training Coordinator.
 - Coordinated and oversaw special events.
- 08/2016 to 02/2021

SUPPLY MANAGER / AVIATION QUALITY ASSURANCE
USCG Retired – City, STATE
 - Responsible for the Quality Assurance management ensuring that all maintenance procedures are conducted safely and correctly leading to Airworthy Aircraft.
 - Performed Quality Assurance inspections on airframes and powerplants structural and non-structural.
 - Responsible for conducting time sensitive quality assurance on post depot aircraft maintenance airframe and powerplant to include documentation.
 - Electronically documented quality assurance of airworthy maintenance procedures for aircraft logbook.
 - Trained and guided aircraft maintainers to achieve a Quality Assurance qualification.
 - Performed daily preventative quality checks and followed with corrective actions.
 - Engineering Watch Captain responsible for duty section accountability, aircraft operations, emergency protocols and unit’s flight schedule.
 - Aviation Supply Manager responsible for 15 million dollars of Type 1, 2, 4, 6, 7 Aircraft Components and \$200,000 of type 3 and 5 Aircraft Components; distributing, ordering, stocking and returning Aircraft Components and Ground Support Equipment.
 - Qualified to make Procurement Requests (PR) responsible for an average yearly balance of \$70,000 to purchase consumables for aviation personnel and support equipment.
 - Qualified as MH-65 Aircrew Member.
- 08/2011 to 08/2016

LOGISTIC FLIGHT COORDINATOR / SENIOR FLIGHT ENGINE
USCG – City, STATE
 - Duty standing MH-60T Flight Mechanic, responsible for performing hands-on, real-life crises management. Responsible for aircraft functionality, rescue swimmer deployments, and survivor care. Assisted rescue swimmer with survivors requiring medical attention.
 - Unanimously voted into Flight Examining Board, trained and examined over 150 personnel.
 - Qualified on MH-60T, transitioned the unit’s 12 HH-60J helicopters to the MH-60T helicopters and its members.
 - Performed over 200 Major inspections, conducting unit level maintenance on airframe and power plant maintenance cycles as a part of Heavy Maintenance Crew.
 - Responsible for updating and tracking 250 MH-60T personnel training records.
 - Responsible for setting the daily flight schedule, consisting of 8 flights a day, with appropriate personnel to complete flight missions.
 - Responsible for organizing 250 MH-60T personnel daily duty schedules.
- 06/2007 to 08/2011

AVIATION TECHNICIAN
USCG – City, STATE
 - Inspected equipment, systems and components for operational readiness and compliance with standards.
 - Scheduled and completed maintenance according to or ahead of schedule.
 - Trained and instructed subordinates on maintenance procedures.
 - Maintained up-to-date and accurate logs and permanent records.
 - Recorded maintenance actions in aircraft logbooks.
 - Removed and installed aircraft subsystem assemblies such as engines, rotors, gearboxes, transmissions and mechanical flight controls.
 - Assisted with aircraft and equipment transport and movement.
 - Completed preventive and reparative maintenance on aircraft electronics and computer systems.
 - Provided for servicing, maintenance and protection of aircraft while away from home station.
 - HH-60J and MH-60T Aircrew member. Performed training flights allowing crew members to maintain flight qualification, conducting maintenance check flights, and conducting familiarization flights as well as maintaining the aircraft while in-flight and on land.

Education

- 12/2023

MBA: Business Administration
Embry-Riddle Aeronautical University - Daytona Beach - Daytona Beach, FL
- 01/2017

Bachelor of Science: Aeronautics
Embry-Riddle Aeronautical University - Daytona Beach - Daytona Beach, FL

Certifications

Airframe and Powerplant License | Federal Aviation Administration | 2014
Commercial Operator License | Federal Communication Commission | 2009
Secret Clearance | Active | Renewed 2017