

# JESSICA CLAIRE

 resumesample@example.com  
 (555) 432-1000  
 Montgomery Street, San Francisco, CA 94105

## PROFESSIONAL SUMMARY

Experienced Aviation Electronics Technician with over 6 years of hands-on experience performing a wide variety of maintenance and repair tasks on 3 different types of aircraft. Team-player with outstanding leadership skills contributing to increased productivity and quality of maintenance. Hardworking and efficient with excellent troubleshooting and problem solving skills. Ready to contribute to a better future for everyone with Northrop Grumman.

## SKILLS

- Highly Motivated
- Teamwork
- Aircraft avionics inspection/troubleshooting/repair
- Aircraft electrical inspection/troubleshooting/repair
- Scheduled/Unscheduled Maintenance
- Circuit wiring
- Problem resolution
- Team management
- Technical Publication and schematic understanding
- Testing and electrical equipment use/repair
- Avionics systems integration/understanding
- Avionics systems software installation/upgrades
- Ability to work any shift, overtime, or holidays
- Capable of utilizing fall protection equipment

## WORK HISTORY

### State Of Nebraska - Aviation Electronics Technician Second Class Lincoln Correctional Center (Lcc), NE • 09/2018 - Current

- Conducted preventive and reparative maintenance on wire bundles, connectors, radio frequency cables, fiber-optic bundles, electronic systems, and aircraft software on 50 aircraft.
- Removed, installed, and upgraded electrical/electronic components and assemblies on communication, navigation, intercommunication, radar, display, and weapon type systems.
- Followed documentation such as wiring diagrams, schematics, manuals, and publications.
- Completed quality assurance inspections to assure work was performed to specifications, and documented work order updates.
- Diagnosed avionics and electrical faults; and developed corrective action plans.
- Performed pre-flight final check inspections of aircraft prior to taxiing during land and carrier based operations.
- Performed post-flight inspections of aircraft after landing for leaks, discrepancies and airworthiness.
- Led 10 sailors as avionics work center mid check supervisor, greatly contributing to increased qualifications and work center efficiency.
- Performed swift pre-flight troubleshooting of operating aircraft to regain safe for flight status.
- Inspected and replaced aircraft wheels and tires; and inspected brake assemblies.
- Inspected aircraft for fuel and oil leaks, oil servicing levels, oil and hydraulic filter contamination, and engine chip detector system wear.
- Performed inspections and servicing of aircraft hydraulic systems.

### US Navy - Strike Fighter Squadron 94 - Aviation Electronics Technician City, STATE • 01/2014 - 07/2018

- Conducted preventive and reparative maintenance on wire bundles, connectors, radio frequency cables, fiber-optic bundles, electronic systems, and aircraft software on 10 aircraft.
- Removed, installed, and performed alterations to electrical/electronic components and assemblies on communication, navigation, intercommunication, radar, display, and weapon type systems.
- Followed documentation such as wiring diagrams, schematics, manuals, and publications.
- Completed quality assurance inspections to assure work was performed to specifications, and documented work order updates.
- Diagnosed avionics and electrical faults; and developed corrective action plans.
- Performed pre-flight final check inspections of aircraft prior to taxiing during land and carrier based operations.
- Performed post-flight inspections of aircraft after landing for leaks, discrepancies and airworthiness.
- Led 3 experienced sailors as Integrated Weapons Team Leader, leading to repair of 49 individual complex weapon system discrepancies as well as 153 weapon system release and control check inspections.
- Led 8 sailors as avionics work center night check supervisor, greatly contributing to increased qualifications and work center efficiency.

### Colville Tribal Correctional Facility - Correctional Supervisor City, STATE • 11/2010 - 11/2013

- Handled inmate counts for 20-60 inmates daily.
- Assigned officer tasks such as bookings or releases and area checks of inmate cells to keep jail running efficiently.
- Checked all book in and discharges, making sure all charges have paperwork and all discharges have orders of discharge.
- Supervised dining hall, outdoor recreation area, vocational shop and inmate housing unit.
- Oversaw control center, monitoring inmates, visitors and officers for signs of suspicious behavior.
- Completed daily shift reports and delegated tasks to officers.
- Coordinated responses to emergency situations arising in different jail locations.
- Supported programs to prepare incarcerated individuals for life outside of institution upon release.

## ACCOMPLISHMENTS AND AWARDS

- Selected for the Accelerated Advancement Program, and advanced to the rank of Aviation Electronics Technician Third Class within the first year of Naval Service.
- Received the Navy and Marine Corps Achievement Medal for professional achievement as the conventional weapons technical proficiency inspection team leader. This included leading the execution of a training plan of 15 different release and control checks prior to the inspection, and flawless performance during the inspection.
- Received the Navy and Marine Corps Achievement Medal for superior performance as avionics work center supervisor. Demonstrating outstanding leadership while supervising 11 technicians in the troubleshooting and repair of 1,067 complex avionics system discrepancies.