

JESSICA CLAIRE

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☎ (555) 432-1000

📍 Montgomery Street, San
Francisco, CA 94105

SKILLS

- Project management
- Recruitment and talent development
- Customer relations
- Quality control
- Personnel management
- Talented multi-tasker
- Results-oriented
- Risk mitigation techniques
- Risk mitigation techniques
- High-profile presentations
- Flexible thinker
- Customer-oriented
- Inventory control
- Logistics management
- Contract management
- Project controls

EDUCATION

Excelsior College
Albany, NY • 2010

Associate of Applied Science

- Associate's Degree

U.S Army Sergeants Major
Academy

LSS-BB

(ID: 746851227730651)

PROFESSIONAL SUMMARY

Dedicated, goal oriented, self driven leader with over 27 years of aviation maintenance management and operations experience. Proven record of seeking talent to develop teams while capitalizing on individual strengths. Confident aviation leader who possesses the ability to operate in any environment. Highly skilled, positive communicator with outstanding supervisory, training, mentoring, and counseling skills. Diplomatic and tactful ability to work with any personality type. Provides innovative leadership and management in areas of planning, operations and training development. Bell / Sikorski Aviation Mechanic Instructor Ground/Flight Project Management UH-60 Maintenance Certified Training Development Recruiter AH-1 Maintenance Certified Team Development Policy Establishment Aviation Life Support Maintenance Courseware Developer MS Office Aviation Safety Trained Ground Support Equipment Community Relations

ACCOMPLISHMENTS

- AWARDED THE ORDER OF SAINT MICHAEL, THE HIGHEST AWARD FOR SIGNIFICANT CONTRIBUTIONS TO ARMY AVIATION.
- RECEIVED THE 2008 ARMY AVIATION ASSOCIATION OF AMERICA "UNIT OF THE YEAR" AWARD AFTER A 15 MONTH COMBAT DEPLOYMENT TO OPERATION IRAQI FREEDOM.

WORK HISTORY

National Aeronautics And Space Administration - Senior Aviation Maintenance Manager

Greenbelt, MD • 2015 - 06/2016

- Executive level maintenance manager of a complex aviation organization with 650 personnel and seven Company's.
- Direct oversight of 32 aircraft consisting of UH-60L, HH-60M, and CH-47F airframes and application of all aviation maintenance practices and procedures.
- Responsible for the development of seven mid-level managers, risk management, and career manager for all assigned personnel.
- Developed methods to establish and clarify customer objectives.

16th Combat Aviation Brigade - Senior Aviation Maintenance Manager

City, STATE • 01/2012 - 11/2014

- Senior level manager of a complex aviation organization with 850 personnel, 8 Companies and 34 aircraft consisting of AH-64 and UH-60 Airframes.
- Responsible for development of eight mid-level managers, risk management, application of aviation maintenance practices and procedures, and career management for all assigned personnel.
- First Fully Equipped Unit and Trained on the AH-64E Apache.
- Developed methods to establish and clarify customer objectives.

Advance Attack Helicopter Division - Division Chief

City, STATE • 07/2010 - 06/2011

- Training Division Chief Training for Active Army, National Guard, Army Reserve and International Military in AH-64D Apache Helicopter maintenance applications.
- Validated and supervised 68 Military and Civilian Instructors implementing 60,000 hours of critical task training for 1,000 Students annually over six separate programs of instruction.
- Managed \$540 million worth of facilities, training devices, and associated aircraft maintenance equipment.
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229th Aviation Regiment - Senior Aviation Maintenance Manager

City, STATE • 04/2006 - 01/2009

- Senior Maintenance Manager for a company of 134 Military and Civilian personnel in the scheduled and unscheduled maintenance of 24 AH-64 Apache Attack helicopters.
- Responsible for the maintenance readiness of 24 aircraft, 13 tactical vehicles and over \$1 million of Aviation Ground Support Equipment.
- Directly accountable for the training, development and talent management of all assigned personnel.
- 1-1 ARB won 2008 Army Aviation Association of America "Unit of the Year" award after a 15 month combat deployment to Iraq in support of OIF 07-09.