

JESSICA CLAIRE

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 (555) 432-1000

 100 Montgomery St.
10th Floor

SKILLS

- Torque Wrench
- Drilling and Tapping Skills
- Supply Chain Distribution
- Critical Thinking
- Mechanical Assembly Expertise
- Measuring Tools
- Assembly and Production
- Work Orders
- Point of sale system
- Forklift certified
- Agricultural equipment knowledge
- Trailer safety specialist
- Unloading and loading semi trucks
- Maintaining Clean Work Areas
- Active Listening
- Sheet Metal Cutting
- Crane and Hoist Equipment Operation
- Safety Rules and Operations Expertise
- Hydraulic Systems
- Equipment Monitoring
- Power Wrenching

EDUCATION

Eastern New Mexico University - Roswell
Roswell, NM • 12/2023

Associate of Science:
Automotive Technology

CERTIFICATIONS

Forklift certified

PROFESSIONAL SUMMARY

Easy going and friendly, good for the work environment as well as responsible and fast learner.

Although young work ethic is very high, being able to achieve area lead at such young age in former job gave me the responsibility of various team members even older then myself.

Skillful with tools and work orders.

can provide personal tools and tool box. Motivated employee learns quickly in fast-paced, high-volume environments. Consistently adheres to safety standards. Maintains open availability and flexibility to work various shifts.

WORK HISTORY

Hamilton Company - Assembler Technician
Piscataway, NJRoswell, NM • 12/2022 - Current

- Installed and tested vehicle gears, motors and frames and exemplified good manufacturing practices as defined by employer.
- Mastered computerized controls, manufacturing software and data entry and trained and mentored new team members.
- Operated and maintained variety of hand and power tools and assembled and repaired large mechanical units.
- Displayed exceptional mechanical aptitude and assembled and troubleshoot complex equipment using diverse hand and power tools.
- Assembled components with minimal supervision, exceeding expected project milestones.
- Completed durable assemblies and subassemblies with hand and power tools.
- Conducted quality assurance inspections on finished components and identified issues.
- Obtained appropriate tooling and fixtures for each assembly job.
- Disassembled, reassembled and corrected changeover.
- Inspected and tested components, assemblies and power tools for proper functionality.
- Prevented equipment jams or wasted materials by setting and verifying accurate parts clearances.

Pactiv - Area Lead
Frankfort, ILRoswell, NM • 09/2021 - 12/2022

- Boosted customer experiences by delivering superior customer service, issue resolution and merchandising.
- Generated reports detailing findings and recommendations.
- Educated staff on organizational mission and goals to help employees achieve success.
- Coached staff on daily performance and conducted evaluations to constructively address concerns.
- Frequently inspected production area to verify proper equipment operation.

Md Construction Llc - Construction Worker
Winter Haven, FLRoswell, NM • 11/2020 - 08/2021

- Loaded, unloaded and moved material to and from storage and production areas.
- Brought materials and tools from trucks and storage facilities to work site locations and organized for expected needs.
- Assisted with successful, time-sensitive renovations of various structures.
- Gathered and disposed of worksite debris to remove safety hazards.
- Installed new structures, updated systems and replaced worn components to bring buildings up to current codes.
- Measured dimensions of finished pieces for conformance to specifications.
- Utilized hammers, saws, squares, levels and fastening devices to complete projects.
- Worked with more knowledgeable professionals to grow understanding of principles and construction standards.
- Gathered waste and trash from job sites for placement in refuse containers to keep job sites clean and organized.
- Prepared and cleaned surfaces for rebuilding purposes by removing damaged tiles, bricks and mortar.
- Attended safety trainings and workshops offered by employer, bolstering overall knowledge of appropriate measures and determining areas requiring improvement.

Skywalker Holdings, Llc - Agricultural Laborer
Vallejo, CADexter, NM • 02/2020 - 11/2020

- Harvested and inspected crops.
- Sprayed fertilizer and pesticide solution to prevent growth and spread of weeds, fungi and harmful insects.
- Handled and moved various plants and produce using tractors and wheelbarrows.
- Irrigated farm soil and performed repairs and routine maintenance on pipes and pumps.
- worked with heavy equipment
- Lifted 60 pounds and displayed superior strength and stamina in harsh weather conditions.

LANGUAGES

English:
Negotiated:

Spanish:
Negotiated:

French:
Negotiated: