

# JESSICA CLAIRE

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## SUMMARY

Demonstrated success in keeping systems and components of Boeing 737 series aircraft in an airworthy condition. Skilled at testing, repairing and installing parts to maintain safe and operational equipment. Focused on performing quality work. Detail-oriented aircraft professional bringing a proven history of effectively directing, monitoring or performing preventive and unscheduled maintenance on aircrafts.

## SKILLS

- Friendly, positive attitude
- Communication
- Critical thinking
- Problem resolution
- Decision-making
- People skills
- Attentive to detail
- Preventive maintenance
- Safety practices
- Supervision

## EXPERIENCE

### Aviation Maintenance Technician, 10/1995 - Current

Weather Modification Inc. – Fargo, ND

- Performed troubleshooting procedures to find root causes of faults.
- Completed scheduled and unscheduled safety and performance assessments.
- Removed aircraft parts such as engines, pumps and landing gear.
- Researched, read and interpreted technical manuals and guidelines before inspections, installations and repairs.
- Managed repair logs, documenting preventive and corrective aircraft maintenance activities.
- Interpreted logs to understand issue history and nature, troubleshoot faults and identify next steps.
- Recorded maintenance performance in aircraft logbooks and completed other paperwork requirements.
- Serviced and lubricated aircraft and subsystems as directed.
- Utilized drawings and schematics to install, remove and modify aircraft structures, systems and components.

### Aircraft Mechanic, 02/1995 - 10/1995

Santa Barbara County, Ca – Santa Barbara, CA

- Serviced and lubricated aircraft and subsystems as directed.
- Recorded maintenance performance in aircraft logbooks and completed other paperwork requirements.
- Supervised and offered guidance for aircraft and equipment movement.
- Cultivated safe and organized work area by maintaining active control over tools and equipment and retaining FOD awareness at all times.
- Performed troubleshooting procedures to find root causes of faults.
- Completed scheduled and unscheduled safety and performance assessments.
- Performed maintenance services such as lubricating components.
- Removed aircraft parts such as engines, pumps and landing gear.
- Researched, read and interpreted technical manuals and guidelines before inspections, installations and repairs.
- Utilized drawings and schematics to install, remove and modify aircraft structures, systems and components.
- Interpreted logs to understand issue history and nature, troubleshoot faults and identify next steps.
- Executed corrosion control and inspection duties with minimal supervision.
- Utilized hand and power tools to detect and repair aircraft malfunctions and damages.
- Maintained aircraft environmental systems, oxygen systems, fire extinguishing systems and utility systems.

### Director of Maintenance, 01/1991 - 02/1995

Senior Lifestyle Corporation – Vancouver, WA

- Managed team of employees, daily progress reports and overall project planning.
- Supervised preventive maintenance projects, employee tasks and performance and adherence to safety standards.
- Directed bidding and selection processes to find external contractors for specialized projects.
- Implemented improved training procedures to better develop new personnel.
- Minimized costs by working and negotiating with multiple suppliers.
- Contacted vendors to procure equipment and tools to meet organizational demands.
- Determined schedules, sequences and assignments for work activities, based on priority, quantity of equipment and personnel skill.
- Eliminated knowledge gaps by managing continuous training and mentoring strategies for new and junior personnel.
- Monitored employee work levels and optimized performance with strategic approaches.
- Monitored maintenance scheduling and reported maintenance team information to management.

### Flight Line Mechanic, 02/1989 - 04/1991

USAir – City, STATE

- Recorded maintenance performance in aircraft logbooks and completed other paperwork requirements.
- Serviced and lubricated aircraft and subsystems as directed.
- Supervised and offered guidance for aircraft and equipment movement.
- Executed corrosion control and inspection duties with minimal supervision.
- Utilized hand and power tools to detect and repair aircraft malfunctions and damages.
- Updated maintenance and repair logs according to services performed and submitted reports to supervisors for review.
- Maintained aircraft environmental systems, oxygen systems, fire extinguishing systems and utility systems.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.

## EDUCATION AND TRAINING

### Associate of Science: Aviation Maintenance, 1987

Mt San Antonio College - Walnut, CA

Aviation Maintenance

Long Beach City College - Long Beach, CA

Cognitive Psychology

Sacramento City College - Sacramento, CA