

# Jessica Claire

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## PROFESSIONAL SUMMARY

Knowledgeable Boatswain's Mate comfortable leading array of responsibilities aboard US Naval ships and shore commands. Navigation expert taking charge during damage control situations. Integral leader onboard with 5 years of experience and excellent communication skills.

Operates independently or in team-based environment to keep aircraft moving efficiently. Competent with take-off, landing and emergency recovery procedures. Skilled using related hand or power tools to complete daily tasks and special projects. Work well in high-stress environments with solid multitasking, planning and decision-making skills and adaptability to meet any challenge. Trained in routine and complex maintenance and repair needs of ground support equipment. Gifted in communicating with team members, handling simultaneous tasks and contributing to team success. Detail-oriented and decisive leader. Proven skill running and maintaining equipment, organizing mission plans and delivering high-quality training. Teaches important situational awareness skills to personnel for safety and operational success. Vigilant, steadfast and resourceful professional. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

## SKILLS

- Team Meetings
- Asset Protection
- Prevention Techniques
- Organizational Systems
- Microsoft Excel
- Inquiry Requests
- Operational Standards
- DoD Operations
- Analysis and research
- Decision-Making
- Attention to Detail
- Operations support
- Work orders
- Managing office supply inventory
- Supervision of NAVFAC employees

## WORK HISTORY

OPERATIONS SUPPORT SPECIALIST/FACILITIES ASSISTANT 03/2022 to CURRENT

US Navy | City, STATE

- Manages over 30 calls per day with Vendors and Government Personnel.
- Created and maintained well-organized electronic and hard copy files to support business processes.
- Collaborated with operations team to provide excellent customer service and foster positive work environment.
- Participated in operations team meetings to coordinate and assign project management tasks.
- Performed administrative duties and prepared operational procedures to assist operations support manager.
- Collaborated with Facilities team in order to provide maximum work efficiency.
- Coordinated with vendors, customers and internal departments to understand, monitor and communicate changes to workflows.
- Conducted regular quality reviews of business data and processes to identify discrepancies and formulate solutions.
- Analyzed and evaluated operational issues and determined cost-effective solutions.
- Complied with systems procedures, business processes and company policies to promote workplace safety and quality.
- Prevented and minimized processing errors by analyzing trends and implementing feedback from managers.
- Maintained government records in order to continue successful documentation of orders to further progress in command mission.

AVIATION BOATSWAIN'S MATE HANDLER TAD SUPPLY/QA INSPECTOR 02/2020 to 04/2022

USS Carl Vinson | City, STATE

- Minimized process discrepancies by spearheading budget, supervising staff and controlling inventory and supply management.
- Collaborated with shipping department staff to facilitate smooth materials returns to correct vendors.
- Oversaw every phase of supply chain, from purchase order to delivery to invoicing, targeting 100% end-user satisfaction.
- Handled high-volume paperwork and collaborated with administrators to resolve invoicing and shipping problems.
- Worked with customers to integrate processes and correct issues.
- Reviewed order data to verify transactions and shipping dates.
- Used critical thinking to break down problems, evaluate solutions and make decisions.

AVIATION BOATSWAIN'S MATE HANDLER 08/2018 to 02/2020

US NAVY/Shipyard | City, STATE

- Oversaw underway replenishment procedures to maintain equipment used in unloading and loading cargo.
- Oversaw cargo handling and inspected anchoring, mooring, fueling, towing and transferring of personnel and cargo.
- Maintained equipment and facilities in optimal condition to support optimal launch and recovery operations.
- Collaborated with maintenance staff to repair equipment and maintain performance levels without sacrificing operational efficiency.
- Signaled pilots manually to correct movements and prevent accidents.
- Upheld strict safety standards and achieved challenging schedule targets with smooth oversight of daily launches and landings.
- Oriented, readied and directed planes for successful take-offs.
- Operated in challenging, high-stress and physically-demanding environments to keep personnel safe and direct aircraft in flight operations.
- Worked in groups of 2 to keep deck aircraft operations efficient and smooth.

REHABILITATION SUPERVISOR 01/2019 to 01/2020

Souda Bay GR | City, STATE

- Aided in removal of 510,000 pounds of berthing materials totaling \$5,843,466. Additionally, contributed to removal and transportation of 4,074 berth rack assemblies, lockers, and decks from 35 spaces saving the Navy \$6,750,000 in outside costs allowing the team to stay ahead of schedule during Carl Vinson's DPIA 19.
- Disassembled flooring in spaces with heavy power tools, then proceeded to prime compartments before ultimately painting.
- Maintained standards set in place by Naval Base Kitsap in order to complete daily tasks while performing all aspects of safety.
- Conducted removal and installation of 3,050 rack assemblies and lockers, totaling 340,000 pounds.
- Maintained general upkeep of tools to promote safe and efficient workspace duties.

AVIATION BOATSWAIN'S MATE HANDLER SHORE 06/2017 to 07/2018

Company Name | City, State

-Extended Joint/Fleet War fighting capability through Operational Support of U.S., Allied and Coalition Forces deployed to EUCOM/CENTCOM/AFRICOM AORs by operating and sustaining superior facilities dedicated to forward operations of ships, aircraft, and personnel.

-Directed aircraft and was held responsible for the safe and efficient movement of aircraft on the flight line, general maintenance of the E28 arresting gear, and upkeep of departmental spaces.

-Knowledge of aircraft handling was instrumental in the safe and mishap-free movement of 3,483 U.S. and NATO aircraft, 14,145 passengers, and 1,259 tons of cargo in direct support of the operations of three Combatant Commanders.

- Led training, tracked data and assessed trainee performance.
- Oriented, readied and directed planes for successful take-offs.
- Operated in challenging, high-stress and physically-demanding environments to keep personnel safe and direct aircraft in flight operations.

## EDUCATION

High School Diploma 05/2016

West Valley High School, Hemet, CA

- CPR Certified 2018-current.
- 3M Maintenance person 2018-current.
- Tow-tractor/scrubby qualified.
- Elected Captain of Track Distance Team in 2015-2016.
- Honor Roll 2014-2016.