

# Jessica Claire

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## SUMMARY

Some people say, "A jack of all trades is a master of none." I respectfully disagree, arguing that a master craftsman isn't identified by a specified trade, but rather by their ability to bring a diverse range of concepts from imagination into reality. I am an individual who prides myself on my work. I am a craftsman. The final result of a finished job, the efficiency of the task, and the preparation of the project are all key factors which build my work ethic to the basis which I hold myself. As I grow, I am learning to use many different experiences of my life to aid new ways of thinking and problem solving. I am a team player, I am a dynamic thinker, I am a strong worker and I have a passion to enter a career setting I will enjoy and thrive in. My past mentors and instructors all seem to have identified a similar pattern in me; I learn fast, I understand what needs to be done, and I take pride in impressing people with my hard work and attention to detail. I think I will be a valuable addition to your team, and I think that working with you will be very beneficial for myself as well. Thank you for your consideration.

## SKILLS

- Technical Documentation Reading
- Inspections Proficiency
- Compliance Standards
- Flexible Schedule
- Critical Thinking
- Supervision & Leadership
- Team Management
- Communication Strategy Development

## EXPERIENCE

**AVIATION STRUCTURAL MECHANIC** 02/2018 to 08/2021

**Texas Roadhouse Holdings Llc | Fairborn, OH**

- Performed daily postflight and preflight inspections.
- Inspected, removed and replaced components of hydraulic systems and replaced gaskets and wipers in hydraulic components.
- Performed preventive and corrective maintenance on F-18/EA fighter jets.
- Tracked repair and maintenance activities with daily log updates and thorough reports.
- Completed daily inspections of each aircraft to check flight readiness.
- Serviced all types of aircraft systems, including brakes, air handling and electrical.
- Balanced flight controls for accuracy and safety.
- Adhered strict military documentation and maintenance standards in all repairs.
- Executed corrosion control and inspection duties with minimal supervision.
- Supervised and completed flight line foreign object prevention walks.
- 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.
- Oversaw inventory usage and executed replenishment duties when needed.
- Maintained aircraft environmental systems, oxygen systems, fire extinguishing systems and utility systems.
- Effectively cut costs by troubleshooting systems and reducing black box replacement maintenance.

**HOT** 06/2017 to 01/2018

**Gm Nameplate | Beaverton, OR**

- Greeted guests and gathered information to seat groups or place on waitlist.
- Answered telephone to provide dining information and take reservations.
- Scheduled reservations and notified servers and managers of large groups to prepare seating in advance.
- Notified server after seating parties in section to facilitate prompt service.
- Managed daily card and cash transactions, maintaining payment records and investigating discrepancies.
- Supported serving staff, food runners and bussers to keep dining room presentable and ready for guests.
- Helped restaurant staff set up small and large events to coordinate smooth execution.

**SCREEN PRINTER** 07/2011 to 01/2018

**Legacy Health Services | Bratenahl, OH**

- Kept track of daily orders and shipments.
- Prepared machines for printing and operated one-and two-color printing presses, platemakers, hydraulic paper cutters and digital printers and copiers.
- Inspected and repaired printing and design equipment.
- Mixed ink for correct color viscosity and tested mixes for temperature.
- Worked with clients to design custom prints including images and color.
- Removed printed products from printing machines manually or via hand trucks or power lifts and transitioned material to drying and finishing or storage areas.
- Collaborated with technicians to diagnose equipment breakdowns and address quality issues.
- Processed multiple orders daily and managed production and shipment systems.
- Tracked and organized warehouse inventory and accepted and stocked paper and supplies for shipments.
- Adhered to allocated budgets by collecting time projections and reporting changes during creative implementation.
- Maintained adequate productivity by setting and enforcing deadlines.
- Properly handled hazardous waste materials to uphold safety regulations.

**DISHWASHER** 11/2010 to 05/2012

**Multiple | City, STATE**

- My first jobs were dishwashing positions at several mom and pop restaurants, these positions taught me the fundamentals or workplace expectations

## EDUCATION AND TRAINING

**High School Diploma** 05/2012

**Nashoba Valley Regional Technical High School, Westford, MA**

- Completed technical training in the TV Media/Theatre Arts program, including audio engineering, stage set-up, recording, and video production
- Awarded 1st Place for personal video project at SKILLS USA competition
- Voted as "Most Creative" my senior year