

JESSICA CLAIRE

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SUMMARY

Hardworking United States [Branch] service member and experienced [Job Title] with advanced expertise in handling aviation ordnance. Skilled at keeping missiles and munitions properly maintained for reliable operation. Highly trained and diligent in following exact procedures. Hardworking and reliable [Job Title] with strong ability in [Task] and [Task]. Offering [Skill], [Skill] and [Skill]. Highly organized, proactive and punctual with team-oriented mentality. Dedicated employee known for punctuality, pursuing employment options where good customer service and positive attitude will make a difference. Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating company growth. Results-focused [Industry] professional with strength in [Skill], [Task] and [Task]. Proactive leader with strengths in communication and collaboration. Proficient in leveraging [Area of expertise] and [Area of expertise] knowledge to promote [Result]. Adept at managing concurrent objectives to promote efficiency and influence positive outcomes. Flexible hard worker ready to learn and contribute to team success. Motivated [Area of study] student seeking internship in [Area of expertise] to gain hands-on experience. Outgoing and friendly with strong drive to succeed.

SKILLS

- Bomb and missile servicing
- Shipping and receiving
- Safety procedures
- Ammunition loading
- Ammunition assembly
- HAZMAT handling
- Specification interpretation
- Problem resolution
- Work ethic
- Planning

EXPERIENCE

- 03/2020 to 01/2022 **Aviation Ordnance Technician**
Mercedes Benz – AZ, State
- Inventoried ammunition regularly and maintained detailed records.
 - Coordinated safe explosives transportation with appropriate procedures and precautions to minimize risk.
 - Tracked modifications on weapons systems and monitored maintenance procedures to keep ordnance current with requirements.
 - Followed exact procedures to assemble and maintain missiles and munitions.
 - Reported on trends, needs and deficiencies for ordinances in realm of responsibility.
 - Worked effectively with fellow team members in fast-paced, dangerous and intense environments.
 - Serviced bombs, missiles and rockets and launched test devices.
 - Stowed, inspected, assembled and loaded aviation ammunition, including [Type] and [Type] ammunition.
 - Assessed and inspected [Type] equipment to keep properly maintained and in service.
 - Evaluated scenes for security concerns and warned personnel to keep safe distances from blasting areas.
- 08/2018 to 01/2020 **Logistics Project Coordinator**
Brightview Landscapes, Llc – Sanford, FL
- Handled and delivered supplies/material to execute a job in its entirety with no set backs.
Coordinated and scheduled time frames with leadership of several crews at a time to ensure jobs were moving on track in a timely manner.
Reported and updated project managers on job schedules and progress.
Cooperated with home owners to ensure peace of mind while job is underway.
- 03/2017 to 07/2018 **Landscaping Crew Leader**
Brennan&Brennan Landscaping Co. – City, STATE
- Maintained garden areas and landscaping greenery to enhance property appearance and plant health.
 - Cleared pathways of overgrowth, debris and snow to reduce hazards.
 - Pruned trees and bushes to improve visibility and shapes.
 - Trimmed shrubbery and trees to help plants produce more flowers and fruit to benefit wildlife.
 - Scheduled regular landscaping services to promote optimal growth and maintain attractive appearance of lawns and facility grounds.
 - Planted bulbs, bushes, trees and flowers to enhance environment.
 - Arranged shrubs and flowers to create landscape effects.
 - Fertilized, cultivated and weeded soil to deliver steady supply of nutrients to plants.
 - Removed poison ivy and other harmful plants while wearing protective gear.
 - Hung lights, wreaths and garlands to prepare for winter holidays.
 - Directed crew members completing landscaping tasks.
 - Trained and instructed new crew members to teach proper use of landscape equipment, maintenance practices and safety procedures.
 - Communicated with managers to resolve issues needing attention on customer property.
 - Oversaw maintenance, fueling and cleaning of equipment and vehicles.
 - Reviewed completed work to monitor and enforce quality standards and requirements.
 - Organized worker schedules and supervised loading of tools and equipment on work trailers to prepare for upcoming workday.
 - Completed daily timesheets for team and submitted to managers.
 - Resolved issues among crew members by addressing problems immediately and mediating disagreements.

EDUCATION AND TRAINING

- 07/2016 **GED**
Upper Darby Senior High School - Drexel Hill, PA

LANGUAGES

- | | |
|--------------------|--------------------|
| English: | Spanish: |
| Negotiated: | Negotiated: |

CERTIFICATIONS

- Licensed [Job Title] - [Year]
- Certified [Job Title], [Company Name] - [Year]