

# Jessica Claire

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## PROFESSIONAL SUMMARY

- Professional Aviation Ordnanceman boasting 4 1/2 year career assisting in flight preparation by performing maintenance and **proper equipment management**. Excellent active listener with outstanding time management and organizational skills. In-depth knowledge of various weapons and ammunition. Adept at performing duties with deployed squadrons, static bases, and in training situations.
- Solutions-focused Aviation Ordnanceman well-educated in proper protocols for stowing, assembling and loading aviation ammunition, including aerial mines, torpedoes, missiles, and rockets. Comprehensive experience testing and maintaining air-launched guided missiles. Adept at supervising operation of aviation ordnance shops, armories, and stowage facilities.
- Organized Virtual Assistant dedicated to improving accuracy and efficiency by maintaining and developing administrative and procedural processes. Focused and communicative individual possessing superb data entry, time management and customer service skills. Offering 4 1/2 years of experience providing quality administrative support to clients.

## SKILLS

- Firearms handling
- Ammunition stowing
- Missile testing
- Ammunition shipping and receiving
- HAZMAT training
- Equipment Maintenance
- Abrasives materials mixing
- Assembly line production
- Relationship Development
- Problem Resolution
- Production procedures
- Project Organization
- Process Improvement
- First Aid/CPR
- Team Building
- Operational Improvement
- Communications
- Business Operations

## WORK HISTORY

### AVIATION ORDNANCE MAN

01/XXX6 to 10/2020

#### St. Joseph Health | Hesperia, CA

- Handled and serviced weapons and ammunition carried on and aircraft.
- Inspected, assembled and tested aviation ammunition, including **routine maintenance** and **high explosive** ammunition.
- Worked closely with crew members in intense, quickly changing and dangerous environments.
- Prepared, reviewed, maintained and inspected compliance with directives and reports.
- Managed over \$300 million dollars in assets, which included vehicles, weapons, and materials.
- Maintained operations for aviation ordnance shops, armories, and storage facilities.
- Received, inspected, packaged, stored, handled and processed weapon shipments.
- Sandblasted heavy equipment, including concrete mixer trucks, boom trucks and payloaders using spray guns and sandblasting equipment in order to clean grease, dried concrete, oil paint and rust from equipment.
- Maintained compliance to **maintenance**, **and work** requirements, work instructions and program procedures to promote safety.
- Examined and checked over finished parts to assess compliance to specifications.
- Placed parts on racks in enclosed rooms, into tumbling barrels or into cabinets to prepare for sandblasting.
- Monitored employee safety and coached workers on safety standards and procedures to prevent injuries.

### PATIENT CARE TECHNICIAN

01/XXX4 to 11/XXX5

#### M/I Homes | Austin, TX

- Helped patients maintain healthy skin by checking wounds, assessing integrity and bathing bedbound individuals.
- Maximized patient satisfaction by helping individuals carry out personal tasks such as dressing and walking.
- Interacted effectively with patients, families, staff and other hospital department staff to deliver high level of customer service and teamwork.
- Answered call lights and supported patient comfort and safety by adjusting bed rails and equipment.
- Offered immediate assistance in emergency and routine paging situations to evaluate needs and deliver care.
- Supported patient admissions, discharges and transfers to promote team efficiency.
- Assisted in providing patients with nutritional needs by transporting food trays and aiding with feeding.
- Provided care for patients based on physical, psychological, educational and safety criteria.
- Obtained patient vital signs and reported results to staff nurse or physician, noting changes from prior measurements.
- Organized medical charts for patients by assembling new admission pages and adding appropriate pages to charts.
- Organized and replenished unit supplies to maintain team readiness for expected demands.
- Answered patient assistance calls, assessed needs and offered qualified support.
- Maintained, sanitized and cleaned equipment and instruments to meet patient needs.
- Responded to patient emergencies with immediate care and notified clinicians to provide comprehensive assistance.
- Obtained biological specimens for ordered tests and prepared for laboratory transport.
- Monitored, tracked and conveyed important patient information to healthcare staff to help optimize treatment planning and care delivery.
- Gathered dietary information, assisted with feeding and monitored intake to help patients achieve nutritional objectives and support wellness goals.
- Prepared patients for same-day surgeries, and insured they were properly cared for pre, and post operation.

### SALES ASSOCIATE

01/XXX2 to 12/XXX3

#### Brookdale Senior Living | Olympia, WA

- Implemented up-selling strategies such as recommending accessories and complementary purchases to boost revenue.
- Maintained organized, presentable merchandise to drive continuous sales.
- Worked alongside retail representatives to boost sales by enhancing product presentations and advertising collateral.
- Trained and developed new sales team associates in products, selling techniques and company procedures.
- Maintained records related to sales, returns and inventory availability.
- Applied security and loss prevention training toward recognizing risks and reducing store theft.
- Organized racks and shelves to maintain store visual appeal, engage customers and promote specific merchandise.
- Analyzed and properly processed product returns, assisting customers with finding alternative merchandise to meet needs.
- Engaged with customers to effectively build rapport and lasting relationships.
- Answered customer questions regarding sizing and accessories and explained how to properly care for merchandise.
- Prepared merchandise for sales floor by pricing or tagging.
- Delivered high level of assistance by locating products and checking store system for merchandise at other sites.
- Evaluated inventory and delivery needs, optimizing strategies to meet customer demands.
- Liaised with customers and recommended specific products and specials, aligning with individual needs, requirements and specifications.

### VACET

10/XXX0 to 12/XXX1

#### Country Club Services | City, STATE

- Opened doors and transported luggage for customers with care and efficiency.
- Maintained knowledge of destination and answered customer questions within scope of understanding.
- Drove vehicles of different make, style and price points both to and from desired destination.
- Organized guest keys in systematic order for timely acquisition and delivery of vehicle.
- Cleaned and lightly detailed long-term guest vehicles rapidly to enhance customer experience.
- Responded immediately to any guest requests or concerns and promptly resolved issues.
- Transferred luggage, bags and other items from vehicles and main lobby to and from guest rooms with wheeled cart.
- Notified front desk manager of any guest issues in need of additional attention.
- Greeted arriving guests and assisted with luggage, sports equipment and pets.
- Maintained excellent attendance record, consistently arriving to work on time.

## EDUCATION

### High School Diploma

06/XXX0

New Milford High School, New Milford, NJ