

JESSICA CLAIRE

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SUMMARY

Dedicated and focused Administrator who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Energetic and reliable Office Manager skilled with working with a diverse group of people. Seeking a role of increased responsibility and authority.

HIGHLIGHTS

- Meticulous attention to detail
- Self-directed
- Professional and mature
- Strong problem solver
- Microsoft Office proficiency
- Strong interpersonal skills
- Resourceful
- Dedicated team player

SKILLS AND ACCOMPLISHMENTS

Accounting Skills

- Operated computers programmed with accounting software to record, schedule maintenance, and analyze information.
- Meticulously managed the periodic inspection cycles of 876 pieces of Aircraft Armament Equipment (AAE).
- Vigilantly kept 100% accountability of weapon support equipment valued at over 18,000,000

Accomplishments

- Received the Seria Hotel award for the month of February 2013 for dedication, hard work and completing all assigned tasks on time.
- Recognized as the junior sailor of the quarter for the entire command from January to March 2011.
- Recommended for early promotion evaluation as an E-2 by chain of command from July 2010 to July 2011.

EXPERIENCE

09/2009 to 04/2013 **Aviation Maintenance Administrationman**

United States Navy – City, STATE

- Awarded for receiving zero hits and zero Discrepancies During Aviation Maintenance Inspection .
- Successfully maintained 100% Accuracy of 76 personnel records.
- Tracked and routed 1,426 correspondence documents.
- Primary departmental Information Systems Security Officer (ISSO) and helped my department upgrade over 350 obsolete CPU's by taking inventory and uploading new operating systems and software.
- Verified and logged in deadlines for responding to daily inquiries.
- Maintained detailed administrative and procedural processes to improve accuracy and efficiency.
- Created databases and spreadsheets to improve inventory management and reporting accuracy.
- Successfully established effective systems for record retention by creating database for daily correspondence tracking.

2008 to 07/2009

Coil 16 operator

Reinforcing Concrete Supplies – City, STATE

- Measured instruments to verify compliance with precise specifications.
- Fabricated rebar to meet manufacturing and engineering needs.
- Calculated and set controls to regulate machining factors like part speed, feed, coolant flow, depth and angle of cut and clamping methods.
- Selected appropriate speeds and feeds according to type of metal and finish specifications.
- Successfully operated Forklift and ceiling crane with zero percent incident.

EDUCATION

2008

High School Diploma: General High School curriculum
Hillside High School - Hillside , NJ