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# JESSICA CLAIRE

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Montgomery Street, San Francisco, CA 94105 ♦ (555) 432-1000 ♦ resumesample@example.com

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## SUMMARY

Strong military background in administrative support and aviation resource management. 6 years office support experience in diversified environments, excellent in demonstrating planning and organizational skills, able to work in a fast-paced setting under tight time constraints. Motivated self starter and team player, proficient at handling all executive and staff support functions.

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## HIGHLIGHTS

- Computer Knowledge: Microsoft Office, (Word, Excel, Power Point, Access, publisher, etc.) Internet navigation, uploading and downloading documents.
- Typing Speed: 35 WPM, and 10 key.
- Records management and file maintenance skills
- Travel planning, event/ appointment scheduling
- Database management/Spreadsheet
- Comfortable operating Multi-Line Phone Systems
- Easily establish rapport and interact well with management, staff, and clients.
- Professional, dependable, conscientious, and detail-oriented.
- Hardworking individual always striving to do the best job possible.

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## ACCOMPLISHMENTS

Awarded two Achievement Medals for outstanding military service while in a deployed location in support of Operation IRAQI FREEDOM and Operation ENDURING FREEDOM.

Air Force Good Conduct Medal recipient for exceptional military conduct in a professional environment.

Commander selected Non-commissioned Officer of the Quarter for the 62nd Airlift Wing and 379th Expeditionary Airlift Wing (2012).

Recognized as the First Sergeants Diamond Sharp Award winner for professional appearance and character traits.

Promoted to the rank of Staff Sergeant 1 year ahead of peers.

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## EXPERIENCE

**Host Aviation Resource Management Craftsman (1C072), 07/2012 - 11/2013**

**United States Air Force – City, STATE**

Interprets policies and reviews directives for content and appropriate application. Maintains control over 1,200 individual flight/jump record folders and conducts record reviews and record audits for active duty and reservist aircrew members. Knowledgeable with authenticating Military Pay Orders, Aeronautical Orders, conducting quarterly Entitlement Verifications Reports, maintaining and verifying medical AF Form 1042 (Flight Physical Worksheet), and Physiological Form 702 requirements for safety of flight, and creating/ reporting pay actions to finance through the Case Management System (CMS). Responsible for training and certifying incoming Aviation Resource Specialists including members assigned to senior leadership positions. Supervised and led a team of 4 new Aviation Resource Management specialists in all aspects pertaining to the Aviation Resource Management Career field. Recorded their progress, certified their training, and reporting their progress reports to senior leadership.

Earned eligibility for promotion to the rank of Technical Sergeant.

**Wing Current Operations Scheduler (1C052), 09/2009 - 07/2012**

**United States Air Force – City, STATE**

Coordinated, scheduled, and tasked active and reserves flying squadrons for special assignment airlift missions directed by the Tanker Airlift Control Center (TACC) that serves both DoD and US government supporting agencies.

Experienced at coordinating and building air-refueling, night vision goggle training, local and off station missions in world wide scheduling database. De-conflicted military airspace and training routes, published and distributed daily flying reports and schedules to supporting agencies and the Federal Aviation Administration.

Interacted with Wing and Group level leadership on a daily basis and served as an enlisted focal point for managing 30 military training routes, 4 air refueling tracks, and 2 military operating areas (MOAs).

Earned promotion to the rank of Staff Sergeant and gained Aviation Resource Management Craftsman Skill level.

**Squadron Aviation Resource Management Journeyman (1C052), 08/2009 - 07/2012**

**United States Air Force – City, STATE**

Interprets public law, plans, organizes, and directs, aircrew and parachutist resource activities. Reviews mission accomplishment reports for accuracy. Initiates actions to support flight management policies and procedures, and conducts aircrew interviews. Prepares and processes aeronautical orders and military pay orders.

Performs aircrew and parachutist resource management functions. Monitors flight physicals, physiological training, aircrew qualifications, and other aircrew and parachutist-related programs. Schedules aircrew training and aircraft sorties, and maintains mission information. Prepares flight authorizations, and monitors individual flight requirements and unit flying hours. Maintains control and accountability for Aviation Resource Management System data. Advises on matters pertaining to aircrew resource management systems. Inspects and Jessicaluates production and maintenance of flight records, files, and reports. Jessicaluates completed work and group performance. Ensures functional directives are accurate and complete. Reviews operations resource management procedures and recommends changes. Reviews trend analysis. Recognized as a subject matter expert and was recruited to the 62nd Airlift Wing's executive Current Operations Scheduling office.

**Squadron Aviation Resource Management Apprentice (1C032), 02/2008 - 08/2009**

**United States Air Force – City, STATE**

Provided personnel with the knowledge and skills necessary to operate the Air Force Aviation Resource Management computer database.

Subjects covered are data base management, aircrew resource management, monitoring aircrew flying hours, aircrew and Jessicaluations, aircrew scheduling, and squadron operations. Input, updated, and audited aircrew flying time and training accomplishments to ensure accuracy of the ARMS database. Compiled daily flying time summaries and coordinated flying schedule changes with wing command and control agencies. Processed training 4324's (Aircrew Assignment/ Qualification Worksheets), built and maintained aircrew training tables and profiles for over 600 aircrew members. Conducted pre and post flight mission briefs to aircrew members to ensure compliance with aviation directives. Created comprehensive continuity guides and quick reference summaries to critical flight safety and operational duties.

Gained experience in military flight operations and was upgraded to Aviation Resource Management Journeyman 6 months early.

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## EDUCATION

**Associate of Applied Science:** Aviation Management, 2012

**Community College of the Air force - Joint Base Lewis Mcchord, WA**

**Certificate:** Leadership and Management, 2012

**Airman Leadership School - Joint Base Lewis Mcchord, WA**

**Certificate:** Aviation Management, 2012

**Aviation Resource Management Fundamentals - Joint Base Lewis Mcchord, WA**