

# Jessica Claire

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**SUMMARY**    Highly motivated, effective communicator, and problem solver who successfully completed three tours supporting Operations Enduring Freedom and New Dawn. Works well with team members and groups from diverse backgrounds. Seeking full-time employment upon completing my commitment in the service.

- HIGHLIGHTS**
- Effective team leader
  - HAZMAT handling
  - CPR certified
  - Expertise in aircraft weapon systems repair
  - Trouble shooting experience
  - Strong verbal communication
  - Analyze data/schematics
  - Able to use tools
  - Organize meetings/training
  - Maintaining tools
  - Perform inventory
  - Install parts on machines
  - Record data
  - Ordering parts
  - Assess situations
  - Firefighting training
  - Inspect objects
  - Cope in stressful situations
  - Prepare reports
  - Corrosion control
  - Diligent team member

- ACCOMPLISHMENTS**
- Promoted to work center supervisor January of 2012.
  - Learned mechanical skills, problem solving, and work ethic
  - Updated shops tool program implementing 514 new tools.
  - Obtained necessary qualifications in a timely manner.
  - Trained junior sailors how to work as an effective team to complete tasks.
  - Completed three western Pacific deployments in support of Operations Enduring Freedom and New Dawn. Received letter of commendation from an admiral.
  - Performed duties as team leader contributing to a 100% mission completion during a west Pacific deployment.

- EXPERIENCE**    **AVIATION ORDNANCE TECHNICIAN** 2009 to 11/2013
- United States Navy | City, STATE**
- Performed duties and work center supervisor.
  - Oversaw all maintenance and ordnance loading evolutions on ten F/A-18 aircraft.
  - Insured all shop programs are on track.
  - Directly supervised and trained twenty individuals to be an effective team.
  - Recorded all data on navy logistic software responsible for ordering parts.
  - Performed administrative duties using Microsoft word and excel.

- EDUCATION**    **High School Diploma** 2009
- Delphi Community High School, Delphi , IN**
- Was vice president of Delphi FFA chapter.
  - Graduated a semester early to join the Navy.
  - Graduated from Navy basic training, and second ranking out of thirty in navy technical training.