

# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

Knowledgeable Boatswain's Mate comfortable leading array of responsibilities aboard US Naval ships. Navigation expert taking charge during damage control situations. Integral leader onboard with 3 years of experience and excellent communication skills.

## SKILLS

- Deck and Boat Seamanship
- Aircraft Fueling
- Operation of Fueling Stations
- Performing maintenance on fueling stations and equipment
- Communicating with other people
- Problem solving under pressure
- Keeping a calm attitude in a stressful environment
- Repairing fueling stations or equipment
- Pallet Jacks
- Metal Detectors
- Underway Replenishment
- Aircraft Fueling
- Activity Development
- Routine Inspections
- Emergency Situations
- Fire Extinguishers
- Fuel Systems
- Unloading of Fuel
- Aviation Regulations
- Safety Precautions
- Active Learning
- Power Tools
- Maintenance Requirements
- Risk Management
- Safety Protocols
- Aircraft Movements

## WORK HISTORY

### Aviation Boatswain's Mate, Fuels, 10/2021 - Current

Brightview Landscapes, Llc – Murrieta, CA

- AVIATION BOATSWAINS MATE FUELS
- Summary
- Performed a wide variety of work regarding fueling over 10+ different types of aircraft including Harrier's and Helicopters on the USS ESSEX from March 1st 2021 to October 21 2023. Completed a large amount of under-ways and work-ups leading up to a successful deployment from August 13 2021 to March 4th 2022. Received Global War on Terrorism medal in 2021. Involved in Over 3,500 fueling evolutions total with no mishaps.
- Operating fuel stations, aligning fueling station properly regarding correct order of valves opening and closing.
- Standing fuels security watch, walking all of the fuel spaces onboard the ship ensuring there are no fire's, flooding or unauthorized personnel.
- Qualified in Damage control
- Qualified in craftsman
- Qualified in flight deck observer
- Qualified in fueling crewman
- Qualified in fueling crew leader
- Qualified in fuel control talker
- Qualified in damage control petty officer
- Qualified in 3M
- Qualified in Advanced damage control
- Examined cargo-handling gear and lifesaving equipment to repair or replace defective gear and equipment.
- Stood watch during specified periods and determined geographical position of ship.
- Supervised and coordinated activities of crew aboard ship.
- Oversaw cargo handling and inspected anchoring, mooring, fueling, towing and transferring of personnel and cargo.
- Oversaw underway replenishment procedures to maintain equipment used in unloading and loading fuel.

### Landscaper, 08/2020 - 10/2021

Marinemax – Somers Point, NJ

- Maintained grounds by trimming, weeding and general clean-up.
- Performed planting, watering, mulching and edging of lawns.
- Removed weeds, hazards and debris from common pathways to improve usability.
- Used trimmers and chainsaws for grounds maintenance, brush clearing and tree removal and thinning.
- Provided expert lawn care, mulching, aerating and trimming around walks, walls and flower beds.
- Handled hedge, bush and shrub trimming.
- Removed and disposed of plant debris from work sites to keep areas safe and well-organized.
- Trimmed greenery, shrubs and hedges to maintain uniform appearance.
- Maintained routine landscaping schedules to boost lawn health.
- Operated landscaping equipment with focus on safety and machine longevity.
- Transferred materials to designated areas using hand trucks, electric carts and wheelbarrows.
- Mulched gardens, placed sod and adjusted soils to provide optimal growth potential.
- Applied mulch to garden beds for protection against weeds and unwanted growth.
- Used shears, pruners and chainsaws to prune and trim hedges and shrubs.
- Installed and maintained landscapes at homes, offices and parks.
- Applied weed and pest control chemicals to lawns, protecting grass growth and improving appearance.
- Monitored weekly and daily scheduled tasks to achieve desired workflow speed.
- Followed planned landscaping designs to determine placement of sod, sown grass, flowers and foliage.
- Opened containers with steel cutters, claw hammers and other hand tools.
- Diagnosed problems with equipment and performed regular maintenance for long-term functionality.
- Reviewed plans and designs to verify completeness of grounds work.
- Worked with customers to develop designer landscaping plans for various budgets.

### Service Porter, 02/2016 - 07/2020

Merion Caters – City, STATE

- Communicated with coworkers and managers about completed jobs.
- Operated vacuums and floor polishers to avoid malfunctions and expensive repairs.
- Assessed high-traffic areas, hallways, lobby areas and reception for cleanliness.
- Performed cleaning and maintenance duties as directed.
- Completed sweeping, mopping and window-cleaning.
- Cleaned and organized building areas as required.
- Demonstrated commitment through impeccable attendance and quality performance.
- Responded to customer requests efficiently and with knowledgeable assistance.
- Moved cars around lot to increase space efficiency.
- Parked and retrieved cars according to customer needs.
- Handled cash, made accurate change and maintained balanced cash drawer.
- Determined customer needs by asking relevant questions and listening actively to responses.
- Managed ticket stubs, payments and other records for regular and special event customers.

## EDUCATION

### High School Diploma: 06/2019

Cinnaminson High School - Cinnaminson, NJ