

JESSICA CLAIRE

100 Montgomery St. 10th Floor • (555) 432-1000 • resumesample@example.com

Summary

Energetic aircraft maintenance professional knowledgeable about managing inventories, updating logs and coordinating schedules. Well-organized and systematic with a deadline-driven mindset, strong decision-making skills and multitasking abilities. Looking for a dynamic role with room for growth.

Dedicated employee known for punctuality, pursuing employment options where good customer service and positive attitude will make a difference.

Skills

- Managing supplies
- Preventive maintenance
- Accounting for equipment
- Reading technical documentation
- Leadership
- Friendly, positive attitude
- Ability to identify, install and remove common aircraft fasteners
- Safety protocol knowledge
- Attentive to detail
- Military maintenance standards
- Troubleshooting skills

Experience

Aviation Maintenance Technician , 06/2020 to Current

Vse Corporation – Hebron, CT

- Updated logs, wrote reports and maintained permanent records.
- Completed timely inspections of aircraft systems and components to check performance and safety.
- Oversaw preventive, predictive and corrective maintenance to maintain equipment readiness.
- Delivered training, mentored and motivated junior team members to accomplish challenging workloads.
- Removed, dismantled, rehabilitated and reinstalled engines.
- Recorded all maintenance performance in aircraft logbooks and completed other paperwork requirements as needed.
- Cultivated safe and organized work area by maintaining active control over tools and equipment and retaining FOD awareness at all times.
- Executed corrosion control and inspection duties with minimal supervision.
- Supervised and completed flight line foreign object prevention walks.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.
- Prioritized and organized tasks to efficiently accomplish service goals.
- Juggled multiple projects and tasks to ensure high quality and timely delivery.
- Demonstrated self-reliance by meeting and exceeding workflow needs.

Project Superintendent, 12/2019 to 02/2021

Crh – Penfield, NY

- Monitored overall safety by regularly inspecting job sites and confirming observation of protocols and standards by workers.
- Scheduled staff and subcontractors, ensuring that each shift had adequate coverage so that jobs could be completed on time.
- Answered questions from clients while conducting pre-closing walk-throughs.
- Contacted subcontractors and asked for bids on projects, assessing if these quotes met budgetary requirements.
- Managed government building permits, approvals and inspections.
- Mitigated risk and coordinated plans and specifications to ensure safety and federal compliance.
- Developed on-site safety program to support team with risk mitigation.
- Oversaw 30 team, project milestone completion and quality of work performed.
- Maintained project safety compliance with zero lost time accidents.
- Inspected sites before and after construction projects.
- Resolved labor, design and tool issues during construction projects.
- Saved money by overseeing cost-effective material sourcing and effective work orders.
- Monitored and supported site safety initiatives to protect team members and prevent accidents.
- Eliminated project lags by organizing work-in-progress and delegating tasks.
- Obtained notices of completion and compliance certifications from construction administration consultants.
- Enhanced traceability by processing, reviewing and developed organization systems for project documentation.

Skilled Tradesman, 06/2011 to 08/2018

University Of Arkansas – Texarkana, TX

- Provided inventory management of tools and supplies to ensure that the necessary materials were available to complete projects.
- Completed small to medium repairs, remodeling and home improvement projects.
- Established work priorities to meet contractual obligations for schedule and installations.
- Reviewed project drawings to perform installation activities according to specifications.
- Arranged and stored materials, machines, tools and equipment.
- Established relationships with construction manager and contractors to align priorities, goals and objectives.
- Kept supervisor informed of job progress and material requirements
- Cleaned all construction areas to avoid hazards.
- Evaluated plans architectural plans and consulted with clients to gain a deep understanding of project plan and objectives.
- Assisted skilled workers with construction projects in all phases of rough and finish carpentry.
- Ensured customer satisfaction by providing highest quality of products by ensuring all equipment was properly installed and working correctly.
- Completed all repairs and maintenance work to company standards.
- Presented strategic plan to equity partners and lender to jump start construction.

Floor Installer, 04/2009 to 06/2011

Rc Flooring – City, STATE

- Organized materials and system components in an clear manner.
- Applied knowledge of carpentry and general construction to complete attractive finish work.
- Reviewed engineering documentation to determine order of construction operations.
- Kept supervisor informed of job progress and material requirements
- Worked overtime, including evenings and weekends, to respond to emergencies and fix unsafe conditions.
- Cut materials to specified sizes for installation using power saws and tile cutters.
- Reviewed work orders and communicated with prior shift to assess work needs for the day
- Cut and trimmed flooring to suit specified area, including doorways and openings, projections and wall edges.
- Evaluated and analyzed work area and effectively planned flooring layout for over [Number] projects.
- Trained [Number] employees to meet quality and efficiency standards for each project.
- Evaluated sites to determine traffic patterns and select optimal seam locations.
- Rolled and pressed sheet wall and floor coverings onto cement bases to produce smooth and finished surfaces.

Education and Training

High School Diploma: 06/2012

Washington High School - Fremont, CA

Chinooks

AIT - Fort Eustis, VA