

Jessica Claire

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

SUMMARY

Jessica Claire a veteran seeking to transition from the [United States Navy](#) to a civilian lifestyle. Offers expertise in administrative, organization and computer skills. I am an reliable, diligent and flexible professional with superb communication capabilities.

HIGHLIGHTS

- Effective team leader
- CPR certified
- Confidential Security Clearance
- Extremely organized
- Trained in defensive tactics
- Energetic and organized
- Attention to detail
- Deadline-oriented
- Spreadsheet development
- Schedule management
- Excel spreadsheets
- Microsoft Office, Excel, PowerPoint proficiency
- Quick learner
- Strong verbal communication

ACCOMPLISHMENTS

Awarded the [Good Conduct Award](#) in 2015.
Received Global War on Terrorism Service Medal.

EXPERIENCE

AVIATION BOATSWAINS MATE HANDLER 04/2012 to 03/2014

York Hospital | Kittery, ME

I was a qualified Blue Shirt, I was able to help direct, chock and chain aircraft on board an aircraft carrier. While i stood watch above the hangar bay making sure there was no fires or injuries that had occurred during my working hours. After entering Newport News Shipyard i was sent to the Firewatch Team and was able to do my time and help keep the contractors safe while the welding.

ADMINISTRATIVE YEOMAN 10/2015 to 01/2017

U.S. Navy | City, STATE

During my final year and a half in the Navy I took care of 150 Sailors. Routed over 300 chits, kept the trackers updated with the correct information, helped check in over 30 new Sailors, handled Personally Identifiable Information(PII) for everyone, gained the a great amount of respect from my higher chain of command and I learned how to handle any situation with a positive attitude.

SECURITY 09/2014 to 10/2015

U.S. Navy | City, STATE

During my time in Security I handled many visitor requests, Personally Identifiable Information(PII), encrypted many Common Access Card(CAC) and helped keep all the paper work organized. In results with my hard work and great customer service and great Military Barring I stood out to the Officers and Senior Enlisted and was personally selected to be Yeoman.

ADMINISTRATION YEOMAN 03/2014 to 08/2014

U.S. Navy | City, STATE

I worked for a Master Chief, so I was in charge of 200 Sailor's Accountability, routing paperwork that needed to be taking care of and handling New Check-ins. During this time I received my Good Conduct Award.

EDUCATION

High School Diploma 2011

Deer Park High School, Deer Park, Texas

NuGing

Thomas Nelson Community College, Hampton, Virginia

Currently attending Thomas Nelson Community College(TNCC) to become a nurse.