

# JESSICA CLAIRE

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

## SKILLS

- Professional phone etiquette
- Excellent communication skills
- Articulate and well-spoken
- Flexible
- Accurate and detailed
- Excellent planner and coordinator
- Customer service-oriented
- Works well under pressure
- Database management
- Team building
- Accounting familiarity
- Travel administration
- Administrative support specialist

## EDUCATION

Northeast Christian Academy  
Kingwood, TX • 2005

*High School Diploma*

Rocky Mountain College  
Billings, MT • Current

*Bachelor of Science: Aviation Management*

## CERTIFICATIONS

- Private Pilot License, certified by the Federal Aviation Administration (FAA)
- Aviation Operations Specialist, certified by the US Army

## PROFESSIONAL SUMMARY

Highly organized and detail-oriented Operations Specialist with more than 6 years experience supplying thorough, organized administrative support to Task Force Iron Horse, Task Force Mustang, Task Force Pegasus, and Task Force Eagle Assault.

## WORK HISTORY

### Capitol Broadcasting Company - Aviation Operations Specialist

*Rocky Mount, NC • 11/2006 - Current*

Processes cross-country and local flight clearances, including examination for conformance with flight rules and regulations. Prepares and maintains cross-country kits. Checks accuracy of flight plans. Coordinates flight plans with all related agencies. Maintains flight information on inbound and outbound flights. Monitors, with the proper agencies, overdue flights. Alerts crash crew for emergencies.

Maintains current file on aircraft flying regulations and navigation information, such as Army, Department of Defense and Federal Aviation Administration regulations, Department of Defense flight information publications and aeronautical charts. Safeguards classified material.

Knows terminology used in air navigation and is aware of air traffic control advisory radio procedures. Encodes, decodes and posts notices to airmen. Interprets and posts teletype weather reports. Maintains individual flight records and functional files.

Maintains flight operations equipment in a tactical environment. Prepares and submits operators meacoming, intrusion, jamming and interference reports. participates in maintaining situation map. Supervises and instructs subordinates in proper work techniques and procedures. Reviews, consolidates, and prepares technical reports.

Knows procedures for reporting flight violations.

Prepares situation map.

Supervises receipt and transfer of classified material.

Participates in the development of a tactical crash rescue system.

### Doordash - Waitor

*Boone, IA • 05/2006 - 08/2006*

Provide food and beverages to patrons.

Clean tables.

### Eagle Communications - News Production Assistant

*City, STATE • 04/2006 - 05/2006*

Video editing.

Technical Directing

Camera Operator

Graphics Operator

### Mountain Lake Lodge - Dishwasher

*City, STATE • 04/2006 - 05/2006*

Wash dishes.

### Signature Theaters - Usher and Snack Bar Attendant

*City, STATE • 10/2005 - 2006*

Provide food and beverages to customers.

Sell and accept tickets.

Janitorial services.

Escort unruly patrons from theater premises.

### United States Air Force Academy - Air Force Officer Cadet

*City, STATE • 05/2005 - 11/2005*

## AFFILIATIONS

- Member, Boy Scouts of America (1998 - 2005)
- Member, National Eagle Scout Association (2001 - Present)
- Member, United States Naval Sea Cadet Corps (2001 - 2005)
- Member, National Honor Society (2001 - 2005)
- Member, Aircraft Owners and Pilots Association (2010 - Present)
- Member, American Bonanza Society (2011 - Present)
- Member, Cessna Pilot's Association (2012 - Present)

## ACCOMPLISHMENTS

- Awarded the rank of Eagle Scout in 2001.
- Awarded the Eagle Scout Bronze Palm in 2003.
- Awarded the Eagle Scout Gold Palm in 2004.
- Awarded the Eagle Scout Silver Palm in 2005.
- Awarded the rank of Chief Petty Officer in the United States Naval Sea Cadet Corps in 2005.
- Awarded the National Defense Service Medal in 2005.
- Awarded the Army Service Ribbon in 2007.
- Awarded the Army Basic Aviation Badge in 2007.
- Awarded the Overseas Service Ribbon in 2009.
- Awarded the Global War on Terrorism Service Medal in 2009.
- Awarded the Armed Forces Reserve Medal with M Device in 2009.
- Awarded the Iraq Campaign Medal with Two Campaign Stars in 2009.
- Awarded the Army Achievement Medal in 2009.
- Awarded the North Atlantic Treaty Organization International Security Forces Afghanistan Medal in 2012.
- Awarded the Afghanistan Campaign Medal with Campaign Star in 2012.
- Awarded the Army Commendation Medal in 2013.

## ADDITIONAL INFORMATION

- "SPC Claire has been instrumental in signing out the necessary equipment to support each mission's unique characteristics. He voluntarily signed and accounted for \$411,588 worth of equipment, almost all of which is classified sensitive to include 40 NVG's, 30 hand lasers, and 8 SKL's under his own name. This action alone directly resulted in the accomplishment of each mission from the very beginning. His organizational skills, proactive attitude, and eagerness to learn have set the standard of Aviation Operations within our company." - Trevor Weaver, CPT, B Co 1-189th GSAB