

JESSICA CLAIRE

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Professional Summary

Veteran with fifteen years' experience as Aviation Life Support Systems Mechanic Work Center Supervisor. Skilled and knowledgeable about shipping and receiving, hazardous materials, inventory management and carrier relations. Focused on accurate recordkeeping and materials movement for reliability and speed. Experienced with databases, ERP and word processing software. Proficient in maintaining supplies, logs, and schedules.

Skills

- HAZMAT training
- Ammunition shipping and receiving
- Ammunition stowing
- Strong communication
- Knowledge of aircraft hardware and materials and processes.
- Teambuilding
- Adaptability
- Aircraft Maintenance
- Training & Development
- Planning and Coordination
- Data management
- Packing and scanning
- Shipping and receiving
- Materials transportation
- Safety and compliance
- Quality control
- Package labeling
- Analytical skills
- Shipment planning
- Vendor relationship management
- Inventory auditing
- Technical problem-solving
- Maintenance Management
- [Type] compliance
- Verbal and written communication
- Documentation Management
- Shipment processing

Work History

Aviation Maintenance Technician, 12/2020 to Current

American Airlines – New York City, NY

- Received, inspected, packaged, stored, handled and processed weapon shipments.
- Maintained operations for aviation ordnance shops, armories, and storage facilities.
- Prepared, reviewed, maintained and inspected compliance with directives and reports.
- Monitored employee safety and coached workers on safety standards and procedures to prevent injuries.
- Examined and checked over finished parts to assess compliance to specifications.
- Inspected equipment, systems and components for operational readiness and compliance with standards.
- Maintained up-to-date and accurate logs and permanent records.
- Scheduled and completed maintenance according to or ahead of schedule.
- Monitored parts department and placed orders for maintenance supplies on consistent basis.
- Recorded maintenance actions in aircraft logbooks.
- Performed daily postflight, preflight and other periodic inspections.
- Maintained various aircraft systems such as seat and canopy ejections, gaseous and liquid oxygen and life raft ejection.
- Interpreted aircraft specifications, diagrams and blueprints and compared information to completed work verify quality and assess vehicle integrity.
- Adhered to strict safety procedures and protocols when operating heavy machinery and tools, protecting both personnel and equipment.
- Used Microsoft Word and other software tools to create documents and other communications.
- Received and processed stock into inventory management system.
- Worked flexible hours; night, weekend, and holiday shifts.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Worked with egress specialists to pull seats for regular maintenance and life support systems refresh.
- Recorded inspection and maintenance actions using log books, computer terminals and other technical applications.
- Updated logs and filled out maintenance reports with high accuracy and efficiency.
- Inspected aircraft daily to assess airworthiness.
- Prepared, inventoried and recorded aircraft parts and components to prevent corrosion, failure and misuse.
- Performed daily flight line preflight and post-fight aircraft inspections of hydraulic systems and flight control surfaces.

Aviation Ordnance Systems Technician, 09/2016 to 12/2020

Smuckers – Decatur, AL

- Maintained operations for aviation ordnance shops, armories, and storage facilities.
- Received, inspected, packaged, stored, handled and processed weapon shipments.
- Prepared, reviewed, maintained and inspected compliance with directives and reports.
- Handled and serviced weapons and ammunition carried on [Type] and [Type] aircraft.
- Recorded maintenance actions in aircraft logbooks.
- Employed [System] to maintain supply inventory.
- Maintained orderly and safe work environment by enforcing tool control and FOD awareness, prevention and safety at all times.
- Monitored parts department and placed orders for maintenance supplies on consistent basis.
- Assisted with aircraft and equipment transport and movement.
- Maintained, inspected, adjusted and packed aircrew flight equipment.
- Managed over \$[Amount] in assets, which included vehicles, weapons, materials and [Type] equipment.
- Documented all inspection and maintenance actions in aircraft forms, IMDS and FERMS.

Aviation Mechanic, 07/2015 to 09/2016

ChiptonRoss – City, STATE

- Analyzed engineering drawings and schematics to troubleshoot systems and diagnose solutions.
- Completed in-depth performance tests of parts and systems undergoing design optimization in simulated environments.
- Created, aligned and optimized electrical instrumentation and testing equipment.
- Trained new system users and employees in classroom type sessions to promote useful system knowledge and operations expertise.
- Conferred with engineers and designers to investigate and solve failure issues.
- Procured parts and maintained inventory and related documentation.
- Completed proactive maintenance and repair actions to keep equipment operating at peak levels.
- Devised and implemented updates and resolutions for handling risks, maintaining compliance and improving designs.
- Used information in technical diagrams, schematics and manuals to understand operations and make successful repairs.
- Collaborated successfully with clients to achieve objectives by utilizing strong communication, interpersonal and people skills.
- Educated equipment operators on proper use of equipment.
- Inspected systems, diagnosed problems and developed optimal solutions.
- Identified and resolved equipment malfunctions working with manufacturers or field representatives as necessary to procure replacement parts.

Aviation Life Support Systems Mechanic, 11/2006 to 04/2015

United States Marine Corps – City, STATE

- Maintained records of repair work, parts replacement and routine maintenance.
- Performed ground checks and assisted functional check pilots with in-flight functional check procedures.
- Used technical data to diagnose and solve maintenance problems on aircraft systems.
- Employed [System] to maintain supply inventory.
- Assisted with aircraft and equipment transport and movement.
- Maintained orderly and safe work environment by enforcing tool control and FOD awareness, prevention and safety at all times.
- Monitored parts department and placed orders for maintenance supplies on consistent basis.
- Documented all inspection and maintenance actions in aircraft forms, IMDS and FERMS.
- Recorded maintenance actions in aircraft logbooks.
- Maintained, inspected, adjusted and packed aircrew flight equipment.

Education

High School Diploma

North Hunterdon High School - Annandale, NJ

Additional Information