

Jessica Claire

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

PROFESSIONAL SUMMARY

Versatile Work Center Supervisor with six years experience in Lean, Six Sigma, and Theory of Constraints. Also possessing excellent team building and leadership traits. Successful in repairing and maintaining power plant systems and support equipment. A fast learner able to quickly master new roles and technologies to achieve positive results.

SKILLS

- Electrical wiring repair
- Project management
- Preventative maintenance
- Electrical wiring installation
- Technical manual interpretation
- Quality assurance
- Workload analysis
- Strategic planning
- Database administration
- Staff management
- Workflow planning
- Data entry
- Process optimization
- Cost reduction strategies
- Data collection and analysis
- Process facilitation

WORK HISTORY

WORK CENTER SUPERVISOR/AVIATION MACHINIST'S MATE 03/2017 to CURRENT

United States Navy VQ-3 Tinker AFB | City, STATE

- Managed 12 Sailors in completion of 2, 403 maintenance action encompassing 15, 649 maintenance man-hours to include 13 Phase Inspection, 15 CFM-56-2a engine changes, 7 APU changes, 47 start and thrust cable replacement, and 233 start and thrust cable rig jobs with no rework. Efforts directly contributed to the impressive 87% sortie completion rate of VQ-3
- Responsible for the safety of two 7 man loading crews and the upload, transportation, and download of over 75 support equipment, valued at more than \$753,000, for USSTRATCOM joint exercises with the United States Air force
- Trained and qualified Sailors on quality assurance, line maintenance, and engine turn operations on a daily basis and increased the squadrons mission capabilities by 17%
- Managed 3 quality assurance program and audited 11 maintenance programs prior to Maintenance Program Area Inspection performed by STRATCOM Wing command, receiving "On-Track" score all programs

FLEET ADMINISTRATOR/GREEN BELT INSTRUCTOR 01/2014 to 02/2017

United States Navy AIMD Misawa AFB | City, STATE

- Responsible for the training and qualification program of the entire command during the 2015 COMNAVAIR Aviation Maintenance Inspection and received a score of "On-Track". In addition, guaranteed the timely establishment of ASM training accounts for of 47 deployed Sailors, ensuring continuity of required qualifications
- Managed all of 6th fleet AIRSPEED training which included Theory of Constraints, Lean and Six Sigma. Instructing Sailors and Marines in the COMNAVAIR area of responsibility including Naval Air Station Atsugi Japan, Marine Corps Air Station Iwakuni Japan, and Naval Support Activity Manama Bahrain, resulting in a 11% increase in personnel Green Belt qualified in the AOR
- As Terminal Area and Security Officer, managed 137 NCMI accounts for permanent party and operationally deployed Sailors, ensuring availability of critical communications necessary for mission accomplishment
- Expert Technician still able to complete the entire tear down and build up of 36 engine mounts, 16 turbines, and 23 reduction gear boxes that resulted in a 100% critical asset availability for forward deployed PATRON Forces

WORK CENTER SUPERVISOR/AVIATION MACHINIST'S MATE 04/2009 to 12/2013

United States Navy VQ-3 Tinker AFB | City, STATE

- As Night Shift Supervisor and Collateral Duty Inspector, managed 6 technicians in the safe removal and replacement of 8 CFM-56-2a engines, 8 trust reverser, for main engine control units, 2 fuel cell bladders, and 961 mishap-free maintenance actions, encompassing 2,061 maintenance man hours resulting in the squadrons outstanding 95% sortie completion rate
- Managed work center training program including the upkeep of 19 Advanced Skills Management training records and holding weekly training courses on ground support equipment and maintenance practices relating to E-6B power plant systems
- Hand selected to report to Travis AFB Detachment site to train sailors in the programs of Plane Captain, Power Plants Apprentice and Journeyman, and E-6B Engine Turn Operator. Resulting in the Det site being fully qualified

AVIATION MACHINIST MATE/FUEL TECHNICIAN 10/2006 to 03/2009

United States Navy AIMD NAS JAX | City, STATE

- Expert Technician that needed minimal supervision while producing quality results on the complete tear down and build up of 42 T56-a-14 power sections and 34 reduction gearbox assemblies while maintaining 100% accountability of work centers repairable components
- Highly adaptable working outside work center during manpower shortfalls, assisting in the inventory, preparation, and transfer of 27 Aerial Refueling Stores to Lakehurst, New Jersey to upgrade and retrofit F/A-18 Super Hornet community with zero discrepancies
- As Auxiliary Sentry Force, held sentry posts and NAS JAX gate entrances as counter terrorist measures and base security

EDUCATION

High School Diploma 06/2004
Summit High School, Concord, CA

CERTIFICATIONS

- Green Belt Instructor (Navy Lean, Six Sigma and TOC Prog)