



# JESSICA CLAIRE

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## SKILLS

- Excellent hand-eye coordination
- Electronic systems troubleshooting
- Circuit testing
- Wiring diagrams
- Control system assembly
- Aircraft tools knowledge
- Organizational skills
- Problem resolution

## EDUCATION AND TRAINING

### CNATTU

Lemoore, CA • 03/2021

**Graduate:** Naval Aviation

Collateral Duty Inspector

- Ranked in the top 5% of the class
- Completed professional development as F18 Collateral Duty Inspector

### CNATTU

Lemoore, CA • 02/2021

**Graduate:** Naval Aviation Weight And Balance

- Completed professional development in Naval Aviation, Aircraft Weight and Balance

### CNATTU

Whidbey Island, WA. • 08/2019

**Graduate:** Naval Aviation Growler Maintenance

- Ranked in the top 2% of the class
- Completed professional development in F18 Growler Aircraft

### CNATTU

Oceana, VA • 06/2019

**Graduate:** Naval Air Conventional Weapons Release Systems

- Completed professional development in Naval Aviation Conventional Weapons Release Systems
- Elected class leader by peers resulting in accountability for effective class success

### CNATTU

Oceana, VA • 06/2019

**Graduate:** Naval Avionics Systems Initial Org. Maint.

- Ranked in the top 3% of the class
- Completed professional development in Avionics Systems Initial Organizational Maintenance

### CNATTU

Pensacola, FL • 02/2019

**Graduate:** Naval Avionics Technician Org. Maint.

- Ranked Top of class
- Completed professional development in Initial Naval Avionics Technician Organizational Maintenance
- Letter of Recognition recipient for participation in the Naval Air Technical Training Center Avionics Training Department Peer Tutoring Program

### Recruit Training Command

Great Lakes, IL • 09/2018

**Graduate:** United States Navy Basic Training

- Completed training and professional development as an enlisted member of the United States Navy
- Awarded and maintained position as Master-At-Arms during training
- Meritoriously Advanced for leadership and outstanding performance throughout training

Kings River Community Collage, Merced City Collage

Merced, CA • 12/2002

Music Classes

### Fresno City College

Fresno, CA • 05/2000

Creative Writing Class

### Yosemite High School

Oakhurst, CA • 06/2000

**High School Diploma**

## CERTIFICATIONS

- Certified Collateral Duty Inspector, VAQ-129/U.S Navy - 2021
- Certified Plane Captain, VAQ-129/U.S. Navy - 2021
- Certified Journeyman, Computer Operator - 2020
- Licensed Aircraft Tow Tractor Operator - 2019

## SUMMARY

Highly motivated Aviation Electronics Technician with demonstrated technical skills and expertise in operational testing and troubleshooting of avionics and aircraft systems. Knowledgeable about testing equipment, diagnostic protocols and troubleshooting techniques. Performs dependable installation and functionality testing of electrical and avionics components on aircraft to support defect-free systems. Detail-oriented work ethic with strengths in communication, problem-solving and dependable installation and repair. Performance driven supervisor who emphasizes safety while managing over a dozen junior enlisted sailors in the quality and efficiency of maintaining aircraft electrical components, troubleshooting processes and concepts to provide timely and reliable repairs of avionics systems. Adaptable and focused on working efficiently with supervisors and subordinates while promoting effective communication through out the chain of command.

## EXPERIENCE

### State Of Nebraska - Aviation Electronics Technician

Countryside Mobile Home Park, NE • 08/2019 - Current

- Examines units for defective parts or conditions causing impairment or prevention of proper operation.
- Interprets flight test data to diagnose malfunctions and system performance problems.
- Completes in-depth visual and manual inspections of all electrical components.
- Conducts functional tests to check operation and calibration of components, equipment and systems.
- Implements ground support and test equipment to perform functional flight tests of electronics and systems.
- Launches precision test equipment for alignment, troubleshooting and testing of electrical equipment systems.
- Performs thorough tests of electrical systems, parts and equipment for compliance with applicable standards and evaluated malfunctions.
- Analyzes circuitry and manually checks wiring and operations of electronic parts, units and system components to locate malfunctions found during testing.
- Evaluates and repairs electrical, air handling and other systems.
- Aligns and adjusts complex electrical components to support proper functioning of electrical circuits.
- Operates testing tools and gauges, including ohmmeters, ammeters and time domain reflectometers.
- Repairs or installs new wiring, boxes, antennas and other system pieces.
- Verifies proper functioning of aircraft electrical systems.
- Verifies repairs or modifications performed on equipment are conformed to Navy quality standards.
- Record's results of repair and modification actions and accounts for time required to perform each task on service worksheets.
- Record's all maintenance performance in aircraft logbooks and completes other paperwork requirements.
- Completes over 75 aircraft repair work orders each quarter.
- Executes corrosion control and inspection duties with minimal supervision.
- Supports and promotes continuous process improvements and provides solution oriented improvements.
- Cultivates safe and organized work area by maintaining active control over tools and equipment while retaining FOD awareness at all times.
- Manages troubleshooting and issue resolution for laptops, desktops and LAN systems.

### Nvr, Inc. - Night Shift Supervisor

Fredericksburg, VA • 11/2017 - 06/2018

- Assisted upper management with daily operations to meet standards of service and quality.
- Cultivated merit based culture by recognizing achievements and promoting from within.
- Performed open and close procedures of registers and product quality control to keep facility operational.
- Patrolled work stations to inspect operations, identify concerns and implement corrective actions.
- Kept areas clean, neat and inspection-ready at all times to comply with OSHA guidelines.
- Employed optimal safety practices resulting in zero hazards, incidents or lost-time accidents.
- Addressed customer' concerns and questions and handled complaints with out incident.
- Resolved security concerns and reported issues to senior management in detailed reports.
- Oversaw inventorying responsibilities.
- Trained employees in proper work procedures and performance strategies to optimize operations.
- Collaborated with local law enforcement on tactical community efforts.

### Savatree - Landscaper and Laborer

Dayton, OH • 02/2017 - 04/2018

- Operated and maintained basic landscaping equipment and vehicles.
- Checked machinery and performed routine maintenance to prevent malfunction.
- Reviewed design plans and instructions and completed work according to specifications.
- Planned and cultivated designer lawns and gardens to enhance designer scopes.
- Effectively installed ponds, rock gardens and irrigation systems.
- Installed block and stone décor according to plans and specifications.
- Tailored irrigation systems, rock gardens and ponds to simplify watering needs.
- Installed sprinkler systems to provide grass, flowers and other landscaping adequate water to grow.
- Created irrigation trenches for play-area enclosures, gazebos and other small construction projects.
- Pruned trees and bushes to improve visibility and horticultural health.
- Maintained garden areas and landscaping greenery to enhance property appearance.
- Arranged shrubs and flowers to create landscape effects.
- Safely cleared pathways of overgrowth, debris and snow to reduce hazards.
- Limited hazards by cleaning all construction areas with complete environmental compliance.

### Chef Cornerstone Modular Construction - Foreman

City, STATE • 05/2014 - 12/2016

- Supervised projects to uphold schedule requirements and quality demands.
- Delegated duties to employees based on performance.
- Communicated with employees to demonstrate high standards and mitigate issues.
- Kept production team moving toward progress in daily site operations.
- Increased productivity by improving employee morale and cross-functional communications.
- Obtained specifications and permits while directing work for construction crews.
- Managed sites by focusing on safety, operations and productivity to OSHA standards.
- Managed department resources to maximize efficiency and achieve production targets.
- Preformed federal and company regulations to maintain high level of job site safety.
- Inspected job equipment to determine maintenance requirements.
- Assessed project details to verify job site materials and equipment.
- Monitored job site parts and equipment incorporating quality assurance and safety standards.
- Recorded job supplies, parts, equipment and employee hours.
- Reported project progress, site problems and labor status to supervisors.

## ACCOMPLISHMENTS AND ACTIVITIES

- Created a highly effective Electrostatic Discharge (ESD) program that significantly impacted efficiency and improved operations.
- Cabinet Member, VAQ-129's Morale, Welfare, and Recreation (MWR) program
- Member, Naval Air Station Whidbey Island (NASWI) Honor Guard

## AWARDS AND HONORS

- Awarded the Navy Good Conduct Medal - 2021
- Awarded the Domestic War On Terror Medal - 2020
- Awarded the Expert Pistol Marksmanship Medal - 2020
- Received Sailor Of The Quarter from Naval Air Station Whidbey Island (NASWI) Auxiliary Security Forces for Excellence In The Line Of Duty - 2020