

# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

Aerospace Maintenance Journeyman with proven skills in equipment, system and component repair for aircrafts such as Crj200 and Crj900. Versed in conducting tests, repairing components and installing new systems. Quality-driven and efficient with remarkable work ethic. Self-motivated Handyman with excellent record of dependability and reliability. Extensively trained in blueprint reading, carpentry and electric construction. Exceptionally skilled in power and hand tool operation. Excellent maintenance management, leadership and tenant communication skills. Handyman with strong work ethic and 15 years of experience. Skilled in deck, tiling and flooring repairs. Computer literate, personable team player highly experienced with power tools. Ambitious and hardworking Handyman known for handling maintenance and repair issues. Successfully performs electrical, painting, plumbing, HVAC and carpentry tasks. Friendly, experienced and has keen eye for detail. Safety-minded.

## SKILLS

- Woodworking
- Stonework
- Indoor and Outdoor Painting
- Drywalling
- Preventive and Reparative Maintenance
- Project Estimation and Bidding
- Electrical Installation and Repair
- Repair
- Painting
- Plumbing
- Roofing
- Appliance Testing
- Electrical Components
- Electrical repairs
- Safety and compliance
- Residential construction

## EDUCATION

Intermediate Unit 1  
Waynesburg, PA • 04/2000  
GED

## WORK HISTORY

### Vse Corporation - Aviation Maintenance Technician

Eglin Air Force Base, FL • 01/2021 - 09/2021

- Inspected equipment, systems and components for operational readiness and compliance with standards.
- Improved operations through consistent hard work and dedication.
- 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.
- Disassembled, repaired and reassembled engines.
- Documented all inspection and maintenance actions in aircraft forms, IMDS and FERMS.

### Aimbridge Hospitality - Handyman

Rancho Cucamonga, CA • 04/2013 - 12/2020

- Troubleshoot and diagnosed problems with mechanical and electrical systems and equipment.
- Performed minor wall repair to maintain walls, including installing drywall and repairing and applying wallpaper.
- Performed basic electrical work and plumbing repairs such as installing new toilets, removing electrical wires, unclogging drains and maintaining gutters.
- Managed available parts, tools and materials inventory to maintain prompt response capability.
- Provided facility inspection and maintenance to achieve superior levels of cleanliness and upkeep.
- Sanitized restrooms using such chemicals as ammonia to reduce spread of germs.
- Removed and repaired carpet and wood flooring.
- Reduced opportunities for theft and trespassers by securing all entrances and exits.
- Removed outdoor debris, including yard clippings into receptacles to properly maintain grounds.
- Finalized work on building systems by completing basic carpentry and other finish work.
- Maintained restroom functionality by repairing leaking faucets, clogged toilets and other equipment.
- Quickly responded to internal service calls regarding malfunctioning equipment and completed repairs effectively, improving overall employee satisfaction by 80%.
- Examined alarm systems and monitors to meet carbon monoxide and fire standards and safeguard personnel.
- Kept tool, material and equipment inventory updated.
- Used problem-solving skills to alleviate issues efficiently with minimal supervision.

### Giant Eagle, Inc. - Floor Cleaner

Butler, PA • 02/2012 - 04/2013

- Stripped and refinished hard surface floors to maintain quality condition and appearance.
- Mixed water and chemicals in containers to prepare cleaning solutions.
- Operated in equipment safely and took care to watch out for children and pets.
- Guided scrubbing machines over rug surfaces to loosen embedded dirt.
- Identified and analyzed customer concerns about stains and damages to anticipate needs and build lasting relationships.
- Mixed, used and properly stored hazardous chemical cleaners to reduce risk of injury or illness.
- Maintained floor cleaning and waxing equipment.
- Followed safety standards and established SOPs when handling, mixing and storing hazardous chemicals.
- Completed routine floor maintenance, including stripping, sealing and finishing.
- Responded immediately to calls from personnel to clean up spills and wet floors.
- Performed daily checklists throughout facilities, including cleaning floors, wiping down glass entryways and collecting trash.
- Used hand trucks or manually lifted supplies, equipment and heavy furniture.

### Seneca Foods - Mechanic Assistant

Blue Earth, MN • 01/2010 - 03/2012

- 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.
- Consulted manuals, technical documentation and repair tree charts for further information prior to conducting fixes.
- Promoted shop safety by cleaning work areas and removing hazardous materials.
- Coordinated ready access to tools and parts needed for repair and maintenance activities.
- Performed minor structural repairs such as bracket replacements, rivet replacements and floor repair.