

Jessica Claire

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PROFESSIONAL SUMMARY

Military officer with experience managing teams, maintaining heavy equipment and producing graphics, overlays and reports, as well as disseminating tactical information. Calm under pressure with superior time management and conflict resolution skills. Extraordinary leader and problem solver looking to transition from a successful career in the military to the Aviation industry.

SKILLS

- Strong leader
- Conversant in Spanish
- Emergency planning
- Compelling presentation skills
- Operations management
- Training and development
- Data quality control checks
- Proofreading and editing
- Environmental safety
- Critical thinking
- Weapons training
- First Aid certified
- Secret Security Clearance
- Installation of CPOF/ FBCB2 equipment
- Firearm and explosives handling
- Quick learner
- Trained in security

WORK HISTORY

AVIATION OPERATIONS SPECIALIST 02/2016 to CURRENT

SSG Seymour, Joshua | City, STATE

- As an Aviation Operation Specialist, I process local and cross-country flight clearances.
- Prepared daily, weekly and monthly situational reports for higher headquarters.
- Reported the status and completion procedures for ongoing projects accurately and promptly to geospatial team members.
- Trained personnel on basic router configurations.
- Supported senior ranking officials in logistics decision making.
- Coordinated with agencies such as air traffic control, civil engineers, and command posts to ensure support of airfield management activities.
- Implement airfield safety procedures to ensure a safe working environment for personnel and aircraft operation.

EDUCATION

Bachelor of Arts | Computer Science 2020

University of Mississippi, Oxford, Mississippi

- Emphasis in Software Development
- Student government representative
- Coursework in Engineering
- ROTC Scholarship from Army
- "Big Event" Leader
- German Armed Forces Proficiency Badge
- Associate Student Body Senate

Classification 2016

Fort Rucker Aviation, Fort Rucker Alabama

- Top 3% of class
- Top percent of Physical Training with a perfect 300 score.

ACCOMPLISHMENTS

- Earned the 300 Physical Training Badge.
- Developed a tracking system that became the standard for the battalion.

AFFILIATIONS