

JESSICA CLAIRE

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📍 100 Montgomery St. 10th Floor

SKILLS

- Equipment Maintenance
- Time Management
- Hand and Power Tools
- OSHA Compliance
- Repair and Maintenance
- Attention to Detail
- Basic Mathematics
- Metal Welding
- Decision Making
- Relationship Building
- Physical Strength and Stamina
- Task Concentration
- Critical Thinking
- Problem Detection and Resolution
- Clear Communication
- Hand and Power Tool Operation

EDUCATION AND TRAINING

Minto Public School
Minto, ND • 05/2019

High School Diploma

SUMMARY

Reliable worker offering 5 years of experience in related roles. Hardworking and dedicated with unyielding work ethic. Commended for promoting workplace safety and implementing improved safety training protocols. Hardworking and reliable worker with strong ability in efficiency and focus. Highly organized, proactive and punctual with team-oriented mentality. Knowledgeable Union Laborer offers 2 years of troubleshooting and repair experience with advanced technical knowledge. Dependable and service-driven with strong safety record and excellent follow-through. Well-versed in consulting blueprints and schematics to assess repair needs.

EXPERIENCE

City Of Palm Bay - Maintenance Worker
Parks & Recreation, FL • 03/2020 - Current

- Maintained clear and safe workspace areas to meet OSHA standards.
- Identified problems during daily work inspections and addressed concerns.
- Performed tasks to maintain on-site physical security, safety and efficiency.
- Followed correct procedures for handling, transporting and disposing of new and recycled materials.
- Diagnosed and repaired mechanical issues according to industry standards.
- Repaired equipment and machinery, performing maintenance according to updated industry standards.
- Removed snow from sidewalks, driveways, and parking areas.
- Contacted vendors to procure equipment and tools to meet organizational demands.
- Operated hand tools and power tools to make minor maintenance repairs and maintain grounds and walks.
- Cleaned vents and replaced filters to verify proper air flow.
- Reviewed blueprints and manuals to repair and restore optimal functionality.
- Used rulers and micrometers to inspect parts and determine dimension requirements.
- Diagnosed equipment malfunctions and performed repairs to restore equipment and maintain uptime.
- Collaborated with team members to assess equipment performance needs.
- Calculated required materials needed based on field measurements or work orders.

Brightview Landscapes, LLC - Agricultural Mechanic
Parker, CO • 07/2019 - 12/2019

- Repaired buildings, fences and other pertinent structures to keep animals properly contained.
- Performed troubleshooting on malfunctioning equipment, identified faults and repaired, replaced or refurbished components to restore full functionality.
- Referenced repair documentation and manufacturer recommendations to learn equipment history and understand optimal repair procedures.
- Overhauled and repaired equipment such as tractors and harvesters to maintain efficient farm operations.
- Communicated with clients during service calls for top-quality customer service.
- Observed safety protocols and farming best practices to maximize performance and prevent unnecessary production delays.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.
- Prioritized and organized tasks to efficiently accomplish service goals.
- Juggled multiple projects and tasks to ensure high quality and timely delivery.
- Demonstrated self-reliance by meeting and exceeding workflow needs.
- Demonstrated leadership by making improvements to work processes and helping to train others.
- Provided excellent service and attention to customers when face-to-face or through phone conversations.
- Improved operations by working with team members and customers to find workable solutions.
- Motivated and encouraged team members to communicate more openly and constructively with each other.
- Exceeded customer satisfaction by finding creative solutions to problems.

Dakota Metal Fabrication - Union Laborer
City, STATE • 07/2018 - 12/2018

- Collected and removed debris from work sites to maintain team productivity and minimize safety hazards.
- Assisted distribution of tools, materials and equipment to skilled workers.
- Applied caulking compounds by hand or caulking guns to protect against entry of water or air.
- Read plans, instructions or specifications to determine work activities.
- Utilized two-way radios and hand signals to coordinate communication between equipment operators.
- Set up equipment to maintain worksite productivity.
- Used laser measuring tools to calculate lengths, widths and heights.
- Conserved resources, reducing material use according to product specifications.
- Controlled traffic to protect work site integrity, crew safety, and general public welfare.
- Displayed high standards for quality workmanship and routinely double-checked work.
- Worked productively as lead or helping team member and drove customer satisfaction.
- Performed demanding physical work over extended periods and modeled positive attitude.
- Executed construction tasks from detailed written and oral instructions.
- Assisted with diverse construction challenges to help team and customer.
- Demonstrated best safety practices working at heights and lifting various objects.
- Understood how to operate and maintain job site equipment safely and for maximum productivity.
- Loaded materials and tools into vehicles and unloaded upon arrival at jobsites.
- Learned and mastered skilled trade specialties under guidance of expert mentors.
- Gained independent working skills and guided and mentored less experienced team members.