

# Jessica Claire

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## Websites, Portfolios, Profiles

- <https://www.linkedin.com/in/Claire/>

## Professional Summary

Dependable Analyst bringing management experience a strong work ethic and advanced complex problem solving skills. Extensive experience in leadership, training and development of employees, adherence to, and enforcement of safety, quality, and production standards.

## Skills

- Effective leader
- Exceptional interpersonal communication
- Employee scheduling
- Project management
- Human resources management
- Consistently meet goals
- Staff training/development
- Analytical
- Problem solver
- Efficient multi-tasker
- Customer service-oriented
- Organized

## Work History

Management Analyst, 2016 to Current  
Noblis, Inc. – Mayport, FL

Currently supervise military and civilian personnel in the execution of management studies, workforce measurements and assessments, workload measurement, management, duty description, hiring, security and budgetary advisory.

- Evaluates Air Force organization structures for effectiveness and efficiency. Studies organization's mission, structure, and workload. Performs organizational analysis and develops organization change requests. Prepares organization charts.
- Develops and maintains standardized Air Force organizational structures and manpower standards. Applies organization and manpower standards, analyzes impact, and revises manpower documents. Conducts reengineering studies to define defensible manpower requirements. Manages and conducts commercial services studies including development of statements of work, most efficient organizations, and cost comparisons. Performs manpower wartime support for operational, contingency and exercise planning and execution. Reviews and develops manpower annexes for support agreements.
- Allocates and controls position mix among military, civilian, and contract personnel to ensure mission accomplishment with the most efficient and effective use of resources. Allocates military grades per directives. Develops and prepares manpower change documents. Prepares and maintains manpower reports and data extracts.
- Improves performance through planning, designing, advising, and facilitating organizational and functional process improvement through integrated process teams, benchmarking, process mapping, work measurement, modern business practices, metric development for manpower requirements, performance measurement, and organizational design. Plans and organizes manpower activities for conducting management consulting services, to include operations research, systems and procedures analysis, workload essentiality, work distribution and work flow, skill mix, work methods and simplification, layout analysis, and work measurement. Designs methods and tailors consultation to improve organizational performance. Facilitates in developing short and long-term goals and strategies relating to performance management. Designs systems with focus on effectiveness and efficiency.

Structural Craftsman, 04/2009 to 11/2015  
United States Air Force – City, STATE

Supervised military and civilian personnel in the execution of carpentry, welding, sheet-metal/ductwork fabrication & installation, masonry and locksmithing. Certified GSA safe inspector, technician and professional locksmith.  
Evaluated employee performance.  
Managed the security program for a 300 member organization. Advisor to the chief executive officer in all matters pertaining to information protection, industrial, physical, and personnel security. Ensure that all applicable laws and regulations are enforced for the protection of sensitive and classified material.

Fuel Vehicle and Equipment Maintenance Technician, 02/2003 to 02/2009  
United States Air Force – City, STATE

Team lead and trainer in a mobile aviation refueling equipment maintenance and inspection department. Utilized and catalogued training records and technical manuals. Performed scheduled and unscheduled maintenance. Rebuilt defective pumps, under-wing aircraft refueling nozzles, bottom loading and overfill protection equipment. Diagnosed and repaired malfunctioning pneumatic control equipment.  
Followed and enforced OSHA standards for safety and the handling of hazardous materials. Evaluated employee performance.

## Education

Bachelor of Arts: Business Management, Current  
American Military University - West Virginia

Associate of Science: Construction Management, 2009  
Community College of the Air Force - Montgomery, AL

Associate of Science: Logistics, 2008  
Community College of the Air Force - Montgomery, AL

## Affiliations

Toastmasters International