

# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

Experienced Aviation Electronics Technician with over 6 years of hands-on experience performing a wide variety of maintenance and repair tasks on 3 different types of aircraft. Team-player with outstanding leadership skills contributing to increased productivity and quality of maintenance. Hardworking and efficient with excellent troubleshooting and problem solving skills. Ready to contribute to a better future for everyone worldwide.

## SKILLS

- Highly Motivated
- Teamwork and Team Management
- Aircraft avionics and electrical inspection/troubleshooting/repair
- Scheduled/Unscheduled Maintenance
- Problem resolution
- Technical publication and schematic understanding
- Testing and electrical equipment use/repair
- Avionics systems software and hardware modifications/upgrades
- Ability to work any shift, overtime, or holidays

## WORK HISTORY

**Aviation Electronics Technician Second Class, 07/2014 - Current**

**United States Navy**

**Strike Fighter Squadron 94 - Lemoore, CA - July 2014-July 2018**

**Electronic Attack Squadron 129 - Oak Harbor, WA - Sept 2018-Current**

- Conducted preventive and reparative maintenance on wire bundles, connectors, radio frequency cables, fiber-optic bundles, electronic systems, and aircraft software on 10 F/A-18C, 10 F/A-18F, and 50 E/A-18G aircraft.
- Removed, installed, and upgraded electrical/electronic components and assemblies on communication, navigation, intercommunication, radar, display, and weapon type systems.
- Followed documentation such as wiring diagrams, schematics, manuals, and publications.
- Completed quality assurance inspections to assure work was performed to specifications, and documented work order updates.
- Diagnosed avionics and electrical faults; and developed corrective action plans.
- Performed pre-flight final check inspections of aircraft prior to taxiing during land and carrier based operations.
- Performed post-flight inspections of aircraft after landing for leaks, discrepancies and airworthiness.
- Performed swift pre-flight troubleshooting of operating aircraft to regain safe for flight status.
- Inspected and replaced aircraft wheels and tires;
- Inspected aircraft for fuel and oil leaks, oil servicing levels, oil and hydraulic filter contamination, and engine chip detector system wear.
- Performed inspections and servicing of aircraft hydraulic systems.
- Led 3 experienced sailors as Integrated Weapons Team Leader, leading to repair of 49 individual complex weapon system discrepancies.

**Correctional Officer Supervisor, 11/2010 - 11/2013**

**Colville Tribal Correctional Facility – City, STATE**

- Handled inmate counts for 20-60 inmates daily.
- Assigned officer tasks such as bookings or releases and area checks of inmate cells to keep jail running efficiently.
- Checked all book in and discharges, making sure all charges have paperwork and all discharges have orders of discharge.
- Supervised dining hall, outdoor recreation area, vocational shop and inmate housing unit.
- Oversaw control center, monitoring inmates, visitors and officers for signs of suspicious behavior.
- Coordinated responses to emergency situations arising in different jail locations.

## ACCOMPLISHMENTS AND AWARDS

- Selected for the Accelerated Advancement Program, and advanced to the rank of Aviation Electronics Technician Third Class within the first year of Naval Service.
- Received the Navy and Marine Corps Achievement Medal for professional achievement as the conventional weapons technical proficiency inspection team leader. This included leading the execution of a training plan of 15 different release and control checks prior to the inspection, and flawless performance during the inspection.
- Received the Navy and Marine Corps Achievement Medal for superior performance as avionics work center supervisor. Demonstrating outstanding leadership while supervising 11 technicians in the troubleshooting and repair of 1,067 complex avionics system discrepancies.

## EDUCATION

**Associate of Science: AAS-T General Education Transfer Degree, 12/2008**

**Shoreline Community College - Shoreline, WA**

**High School Diploma: 06/2005**

**Chelan High School - Chelan, WA**