

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Highly motivated, hard-working Receptionist with extensive experience in a professional office environment. Dedicated to performance, organization, and detail. Committed to maintaining a positive, self-motivated attitude in all aspects of work. Reliable and supremely trust-worthy.

SKILLS

NACLC Secret Security Clearance
Excellent Leader
Detail Oriented
Adept Written and Verbal Communication Skills
Supreme Stress Management Skills
Ability To Perform Under Extreme Pressure

Telephone and Front Desk Reception
Filing Database and Records Management
Executive and Administrative Support
People Oriented
Skilled MS Office User

WORK HISTORY

Aviation Operations Specialist, 01/2008 - 08/2013

USAR – City, STATE

Exceeded standards in Aviator Personnel Record Maintenance.

Demonstrated proficiencies in organizational tasks such as consolidation/creation of information books and filing systems essential to daily company operations.

Restored and consistently maintained organization to personnel, financial and operational documents and data entry.

Awarded the Army Achievement Medal for exemplary administrative support.

Trained new soldiers to high standards, subsequently producing outstanding performance.

Aircraft Dispatching Technician, 2009 - 2010

Department Of Defense – City, STATE

Created and maintained flight schedules for Aviators and aircraft.

Coordinated with Aviators, passengers, and airfield base operations to schedule and manage travel arrangements.

Managed personnel pay actions and scheduling.

Handled and recorded all fuel invoices and maintained budget data.

Compiled monthly reports on crew duty, aircraft usage, and budget data.

C-12V Pilot, Warrant Officer, 08/2013 - Current

US Army Reserves – City, STATE

Responsible for the safe and effective operation of C-12V aircraft.

Maintain extensive and accurate knowledge of all systems, limitations and emergency procedures of aircraft.

Maintain high level of professional and physical excellence.

Lead and mentor members of the unit.

EDUCATION

High School Diploma: 2006

Kaiak High School - Mukilteo, WA

UH-60 A/L Blackhawk Pilot: Aviation, 2014

United States Army Aviation Center of Excellence - Ft. Rucker, AL

C-12V Fixed Wing Pilot: Aviation, 2015

Flight Safety - Dothan, AL