

Jessica Claire

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SUMMARY

- Highly Efficient Personnel Manager offering more than 26 years of performance in fast-paced and challenging administrative environments. Resourceful team player focused on developing efficient processes using knowledge of HR administration, recruiting and employee records management. Adaptable and strategic with strong proficiency in managing productive performance.
- Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.
- Diligent leader focused on manpower management and dedication to prompt project completion and continual adaptation. Team-oriented collaborator with reliability and focus on equitable task distribution through group projects and motivation to accomplish mutual held goals.
- Studious and passionate professional with extensive knowledge of teaching workforce material using modern methodologies. Cultivates positive relationships with students to enhance participation and increase overall success. Outgoing and friendly with fantastic attention to detail.
- Attentive and adaptable teacher skilled in management of classroom operations. Effective in leveraging student feedback to create dynamic lesson plans that address individual strengths and weaknesses. Dedicated and motivated to encourage student growth through carefully monitored academic progress.
- Versatile Department Manager recognized for providing exceptional leadership and guidance to employees. Responsible and dependable professional with more than 26 years of comprehensive experience overseeing staff, conducting training and implementing strategies. Familiar with successful training methodologies and industry developments.
- Motivational leader and organizational problem-solver with advanced supervisory, team building and customer service skills. Experience stepping into roles and quickly making positive changes to drive company success. Focused on using training, monitoring and morale-building techniques to maximize employee engagement and performance.

SKILLS

- Policies Implementation
- Personnel Engagement
- Work Complaint Handling
- Networking and Partnership Development
- Employee Relations
- Affirmative Action
- Procedure Compliance
- Employment Data Tracking
- Decision Making
- Transfer Coordination
- Policy and Procedure Writing
- Employment Recordkeeping
- Equal Employment Opportunity (EEO)
- Retention Program Development
- Project Management
- Project Planning
- Data Evaluation
- Performance Management
- Staff Training and Development
- Confidential Document Control
- Management Development
- Time and Labor Control
- Attentive to Detail
- Military Maintenance Standards
- Safety Protocol Knowledge
- Team Building
- Team Management
- Problem Resolution
- Planning & Organizing
- Training & Development
- Maintenance & Repair
- Critical Thinking
- Organizational Skills
- Relationship Building
- Supervision & Leadership
- Reliable & Trustworthy
- Team Collaboration
- Recruitment Strategies
- Recruiting and Sourcing
- Self-Motivated Work Ethic
- Management Consulting
- Learning Skills Development
- Curriculum Planning and Implementation
- Student Motivation and Engagement
- Lesson Planning
- Positive Reinforcement
- Schedule Management
- Curriculum Development
- Interactive Teaching/Learning
- Informative Lectures
- Student Engagement
- Time Management
- Test Proctoring
- Core Curriculum and Standards
- Incident Management
- Procurement Planning
- Aircraft Service
- Staff Training
- Routine Inspections
- Schedule Coordination
- Logistics Supervision
- Personnel Oversight
- Equipment Maintenance
- Training Coordination
- Recordkeeping Skills
- Computer Skills
- Experience in Leadership
- Program Evaluation
- Improvement Plan Knowledge
- Quantitative Skills

EXPERIENCE

- AVIATION MAINTENANCE SUPERINTENDENT** 02/2018 to CURRENT
Donaldson Inc. | Greenville, TN
- Coordinated efficient maintenance schedules to keep systems running at peak levels.
 - Researched, read and interpreted technical manuals and guidelines before inspections, installations and repairs.
 - Utilized drawings and schematics to install, remove and modify aircraft structures, systems and components.
 - Reported issues, malfunctions, unusual wear, or damage to appropriate personnel.
 - Managed repair logs, documenting preventive and corrective aircraft maintenance activities.
 - Updated maintenance and repair logs according to services performed and submitted reports to supervisors for review.
 - Reviewed work orders and discussed with supervisors.
 - Completed scheduled and unscheduled safety and performance assessments.
 - Planned work procedures using charts, technical manuals and experience.
 - Requested aviation parts and supplies before scheduled repairs to meet inventory needs.
 - Supervised and completed flight line foreign object prevention walks.
 - Recommended replacement, repair or modification of aircraft equipment based on inspection.
 - Maintained aircraft environmental systems, oxygen systems, fire extinguishing systems and utility systems.
- PRODUCTION CONTROL MANAGER** 09/2016 to 01/2018
Index Corporation | Shelby, NC
- Prepared weekly schedules to maintain adequate floor coverage.
 - Planned and delivered training sessions to improve employee effectiveness and address areas of weakness.
 - Recruited and trained new employees to meet job requirements.
 - Organized team activities to build camaraderie and foster pleasant workplace culture.
 - Resolved customer inquiries and complaints requiring management-level escalation.
 - Evaluated individual and team business performance and identified opportunities for improvement.
 - Held regular one-on-one meetings with employees to review performance and priorities and provide feedback.
 - Analyzed business performance data and forecasted business results for upper management.
 - Completed thorough opening, closing and shift change functions to maintain operational standards each day.
 - Delegated work to staff, setting priorities and goals.
 - Reviewed completed work to verify consistency, quality and conformance.
 - Assigned work and monitored performance of project personnel.
 - Mediated conflicts between employees and facilitated effective resolutions to disputes.
 - Reviewed employee performance and provided ongoing feedback and coaching to drive performance improvement.
 - Responded to customer inquiries and complaints professionally.
 - Provided leadership, insight and mentoring to newly hired employees to supply knowledge of various company programs.
 - Planned and led team meetings to review business results and communicate new and ongoing priorities.
 - Maintained customer awareness to recognize success and identify areas for improvement.
 - Proposed or approved modifications to project plans.
 - Produced thorough, accurate and timely reports of project activities.
 - Remained calm and professional in stressful circumstances and effectively diffused tense situations.
- AVIATION MAINTENANCE DEPARTMENT MANAGER** 03/2015 to 08/2016
Autoneo, Inc. | Aguada, PR
- Assigned work and monitored performance of project personnel.
 - Managed team of employees, daily progress reports and overall project planning.
 - Proposed or approved modifications to project plans.
 - Delegated work to staff, setting priorities and goals.
 - Implemented preventive maintenance program by planning and coordinating major scheduled maintenance outages.
 - Resolved customer inquiries and complaints requiring management-level escalation.
 - Implemented on-the-job training activities to cross-train employees on various tasks.
 - Implemented improved training procedures to better develop new personnel.
 - Provided leadership, insight and mentoring to newly hired employees to supply knowledge of various company programs.
 - Gained and implemented valuable knowledge by participating in aircraft maintenance training and special projects.
 - Analyzed various aspects of corporate logistics to determine most cost-effective or efficient means of transporting products.
 - Completed thorough opening, closing and shift change functions to maintain operational standards each day.
 - Supervised preventive maintenance projects, employee tasks and performance and adherence to safety standards.
 - Reviewed employee performance and provided ongoing feedback and coaching to drive performance improvement.
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