

Jessica Claire

Montgomery Street, San Francisco, CA 94105 | (555) 432-1000 | resumesample@example.com

PROFESSIONAL SUMMARY

Highly motivated Sales Associate with extensive customer service and sales experience. Outgoing sales professional with track record of driving increased sales, improving buying experience and elevating company profile with target market.

SKILLS

- Safety management
- Follows procedures
- Able to learn quickly
- Global travel
- Multitasking skills
- Quality/Safety Assurance FAA staff experience
- Written and oral communication skills
- Skilled public speaker
- Program auditing
- Service-oriented
- Valid U.S. Passport
- Incipient Fire Safety training
- Government security clearance
- Military experience
- Risk analysis training
- Investigation documentation
- Conflict resolution
- Motivated to help others
- Motivated to help others
- Decisive
- Strong leader
- Emergency planning
- Compelling presentation skills
- Operations management
- Training and development
- Auditing
- Risk management assessments
- HAZMAT training
- Proofreading and editing
- Exceptional communication skills

WORK HISTORY

AVIATION SAFETY INSPECTOR

05/2003 to 2015

Department Of Defense | Gahanna, OH

- Checked vehicles to ensure that mechanical, safety, and emergency equipment is in good working order
- Checked security of cargo for transport, using ropes, blocks, chain, binders, or covers
- Inspected product load for accuracy
- Inspected maintenance logs of working hours and of vehicle service and repair status, for compliance with applicable federal regulations
- Inspected loading and unloading of personnel and cargo

TRANSPORTATION SECURITY OFFICER

08/2002 to 05/2003

Securitas Security Services Usa, Inc. | Redmond

I conducted security screening of airline passengers prior to aircraft boarding.

- Monitored and authorized entrance and departure of passengers and airport employees
- Circulated among passengers and employees to preserve order and protect property.
- Detected suspicious activities and watched for criminal acts and rule infractions.
- Operated detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas.
- Denied entrance to the building to unauthorized persons.
- Screened all passengers, crew members and employees for weapons and contraband.

AIRLINE CAPTAIN

02/1995 to 08/2001

Midway Airlines | City, STATE

- Started engines, operated controls and piloted airplanes to transport passengers, mail or freight, adhering to flight plans, regulations and procedures.
- Utilized standard operating procedures, effective crew resource management, communication and procedures specified in the company operation manual.
- Ensured that all crewmembers were fully qualified, properly rested, prepared for flight, had all required licenses and certificates in their possession and were briefed on all specific requirements of the trip.
- Ensured that all aircraft operational matters were within manufacturers, FAA and company limits including fuel loading, weight and balance and performance measures.
- Determined the timing or procedures for flight vector changes.
- Monitored gauges, warning devices and control panels to verify aircraft performance and to regulate engine speed.
- Provided flight path changes or directions to emergency landing fields.
- Reassured passengers when situations such as turbulence are encountered.
- Remained current and qualified in assigned aircraft.

EDUCATION

Bachelor of Science | Education

1968

Indiana University, Bloomington, IN