

# JESSICA CLAIRE

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## Professional Summary

Motivated Assistant Technician skilled using hand tools, power tools and equipment safely to assist with work requirements. Detail-oriented and systematic with exceptional technical knowledge. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Responsible Agricultural Laborer with extensive experience tending livestock and cultivating crops. Skilled in operating agricultural equipment with solid knowledge of farming practices and techniques. Resourceful and committed to promoting safe work environment. Dutiful worker ready to employ knowledge of agricultural practices and techniques into practice. Familiar with safety procedures and farm tools with basic knowledge of mechanics and equipment repair. Trainable with physical stamina and strength to work outdoors. Efficient Manager with strong track record in crop cultivation and animal care. Efficient with tools and farm machinery with keen eye for safety. Collaborative and committed to maximizing productivity. Reliable candidate with experience in planting, harvesting and caring for crops. Possesses strong knowledge of soil care, crop rotation and irrigation methods. Offers strong work ethic and works well both independently and as part of team. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

## Skills

- Labor Estimates
- Field Position Fortification
- Field Surveys
- Agricultural Production
- Environmental Regulations
- Chemical Identification
- Farm Machinery
- Weeding and Watering
- Crop Cultivation
- Field Measurements
- Field Operations
- Safety Codes
- Crop Progress Monitoring

## Work History

### Agricultural Technician/Assistant Manager, 01/2013 to Current

#### Harpoon Brewery – New York, NY

- Maintained detailed and current records on customers, orders and assignments.
- Picked up, delivered and organized parts for customers and specific jobs.
- Provided technological systems troubleshooting to maintain performance levels.
- Inspected components, tested wiring and diagnosed system faults.
- Completed basic and semi-skilled work with little or no oversight.
- Arrived on time for every shift and appointment to repair and maintain systems.
- Performed complex mechanical alignments and equipment calibration to meet quality standards.
- Completed job reports and logs immediately following service calls.
- Scheduled maintenance and repair tasks in alignment with production deadlines to reduce bottlenecks.
- Inspected equipment to identify areas of wear or causes of malfunctions.
- Mentored junior technicians in maintenance, repair and reporting duties.
- Maintained compliance with regulatory standards and safety requirements.

### Agricultural Worker, 01/2013 to Current

#### Own Business – City, STATE

- Irrigated farm soil and performed repairs and routine maintenance on pipes and pumps.
- Handled and moved various plants and produce using tractors and wheelbarrows.
- Examined livestock animals for signs of illness and injury.
- Operated and serviced farm machinery, implements and farm vehicles.
- Conducted pre-shift inspections of equipment and work areas to enhance safety.
- Inspected fields, plants and crops for signs of pests and disease.
- Coordinated with other laborers to provide efficient work flow and keep tasks prioritized.
- Monitored crop conditions and environmental changes, reporting findings to supervisor.
- Harvested and baled hay for sale or animal use.
- Mowed grass and tilled soil to in preparation for crop planting.
- Cleaned, sorted and packaged produce in preparation for market.
- Drove tractors and operated agricultural machinery to complete agricultural and farm tasks.
- Cleaned, maintained and properly stored agricultural equipment, keeping tools functional.

### Plaza Technician, 10/2021 to 11/2022

#### One Network Pvt Ltd – City, STATE

- Maintained quality assurance and customer satisfaction objectives.
- Performed complex mechanical alignments and equipment calibration to meet quality standards.
- Completed job reports and logs immediately following service calls.
- Organized work to meet demanding production goals.
- Tested components and systems to evaluate performance and identify concerns.
- Maintained compliance with regulatory standards and safety requirements.
- Performed troubleshooting and diagnosis on malfunctioning equipment.
- Applied critical thinking and research to address complex issues.
- Scheduled maintenance and repair tasks in alignment with production deadlines to reduce bottlenecks.
- Mentored junior technicians in maintenance, repair and reporting duties.
- Supported design tasks with 3D modeling and drawings of facilities, infrastructure and systems.
- Inspected, evaluated and calibrated electrical and mechanical systems and components.
- Tended to machines, troubleshoot malfunctions and completed basic repairs to keep equipment fully functional and well-maintained.
- Diagnosed and repaired problems with electrical and mechanical systems.
- Tested systems, noting issues and completing preventive maintenance.

### IT Assistant, 03/2018 to 03/2022

#### Lurka Heavy Machines – City, STATE

- Responded to queries on phone, via email or through IT ticketing system.
- Maintained current software licenses and patched applications to stay up-to-date with latest features.
- Reviewed system and network performance to make proactive adjustments based on established IT policies.
- Gathered and translated project requirements and collaboratively worked to define scope and milestones.
- Assisted with development of Software's to fulfill program completion requirements.
- Generated project status reports for upper management review, demonstrating proficiency in Software's.
- Set up and maintained servers.
- Installed and configured software and hardware.
- Collaborated with vendors to locate replacement components and resolve advanced problems.
- Offered assistance in implementing and developing training programs.
- Installed and configured operating systems and applications.
- Collaborated with other interns on project to meet program requirements and demonstrate skills development.

## Education

### Diploma of Associate Engineering in Mechatronics : Engineering Technology, 09/2021

#### GCT Taxila (TEVTA) - Taxila Punjab Pakistan

## Languages

English:  
Negotiated: