

JESSICA CLAIRE

100 Montgomery St. 10th Floor • (555) 432-1000 • resumesample@example.com

Summary

Self-motivated and dependable while achieving high performance with minimal supervision. Demonstrated the ability to complete tasks accurately despite interruptions and competing demands.

Skills

- Computer proficient
- Self Motivation
- Leadership
- Adaptability
- Change management
- Quick learner
- Excellent communication
- Positive learning process
- Microsoft Office
- Time management skills
- Safety procedures
- Working collaboratively

Experience

Aviation , 09/2020 to Current

Management & Training Corporation – Riverton, WY

- Performed various duties at sea on flight decks and ashore in hangars, including repairs on aircrafts and maintaining mission readiness.
- Worked effectively with fellow team members in fast-paced, dangerous and intense environments.
- Supervised and completed flight line foreign object prevention walks.
- Oversaw inventory usage and executed replenishment duties when needed.
- Executed corrosion control and inspection duties with minimal supervision.
- Recorded all maintenance performance in aircraft logbooks and completed other paperwork requirements as needed.
- Cultivated safe and organized work area by maintaining active control over tools and equipment and retaining FOD awareness at all times.
- Serviced and lubricated aircraft and subsystems as directed.
- Supervised and offered guidance for aircraft and equipment movement.
- Demonstrated self-reliance by meeting and exceeding workflow needs.

Correctional Officer, 08/2018 to Current

Familylinks – Banksville, PA

- Informed inmates and visitors of rules, safety and security procedures and responsibilities.
- Directed visitor sign-in, documenting processes and completing appropriate visitation logs.
- Instructed inmates on work detail and oversaw work-site transportation.
- Inspected cells and conducted random searches of common areas.
- Applied non-violent response tools and physical restraint during problematic situations.
- Processed inmate intake and re-assignment by completing paperwork, conducting searches and recording fingerprints.
- Employed de-escalation techniques, verbal commands and physical and mechanical restraints to address unruly inmates.
- Monitored daily activities to identify and manage suspicious behavior, improper conduct and signs of conflict.
- Transported inmates to and from personal appointments, including medical and dental appointments, funerals, work details and court hearings.
- Reviewed housing assignments and reassigned inmates to meet allocation and safety needs.
- Maintained clear and open communications with all facility areas to support safe operations.

Direct Support Professional, 08/2014 to 09/2015

ResCare Residential Services Of Phoenix – City, STATE

- Worked to improve patient outlook and daily living through compassionate care.
- Monitored clients' progress to report necessary changes.
- Developed strong and trusting rapport with each client to facilitate best care possible.
- Assisted disabled individuals to foster independence while still closely monitoring safety.
- Supervised frequent activities such as medication and personal hygiene to ensure safety.
- Maintained a clean and well-organized environment to promote client happiness and safety.
- Monitored patients with acute conditions.
- Ensured the accuracy of public information and materials.
- Developed and maintained quality care systems and standards, including but not limited to, creating and improving medical protocols/guidelines.
- Aided with mobility and independence for disabled individuals and continually monitored safety.

Aquatics Maintenance , 10/2013 to 07/2018

Sun City Grand Golf Maintenance – City, STATE

- Does semi-skilled plumbing and minor repair work on doors, windows, roofs, floors, and other building parts.
- Works with skilled plumbers, painters, carpenters, electricians or other tradesmen and grounds employees where some knowledge of the basic operations and methods involved is necessary.
- Performs heavy manual labor, custodial, and grounds work as directed.
- Diagnosed problems with mechanical and electrical systems and equipment using advanced troubleshooting abilities.
- Installed new systems, replacement parts and components to maintain proper operation.
- Reviewed blueprints and manuals to repair and restore optimal functionality.
- Changed HVAC filters and cleaned condensation drains to perform preventative maintenance on HVAC systems.
- Performed performance and safety inspections on equipment and machinery to maintain operational baseline.
- Maintained clear and safe workspace areas to meet OSHA standards.
- Inspected electrical components to identify defects and hazards and make necessary adjustments.
- Inspected alarm systems and monitors to comply with fire, carbon monoxide and other safety levels.

Education and Training

Bachelor of Science: Interdisciplinary- Justice Studies, 2018

Northern Arizona University - Flagstaff, AZ

Associate of Applied Science: Criminal Justice, 2017

Maricopa Community Colleges - Estrella Mountain Community College - Avondale, AZ

- Courtroom Testimony Seminar Recipient
- Evidence Technology
- Administration of Justice
- Arizona General Education Curriculum

Associate of Arts: Criminal Justice, 2017

Maricopa Community Colleges - Estrella Mountain Community College - Avondale, AZ

High School Diploma: 2012

Tafuna High School - American Samoa