

JESSICA CLAIRE

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Professional Summary

Perceptive Aviation Electronics Technician and former U.S. Navy sailor who is adept at performing routine and non-routine inspections, repair and maintenance of avionics systems. Talented at efficiently resolving electrical problems. Experience working with electrical hand tools, soldering equipment, and testing equipment.

- 2 Year experience in creating training programs that resulted in fully qualified and knowledgeable personnel.
- 5 Years experience in using Aviation software in Aviation Maintenance.
- 5 Years of experience in management, from staff supervision , qualifications, and Logistics.
- Exceptional analytical and quantitative problem-solving skills; effectively apply engineering principles and formulas to system testing and design decisions.
- Proven leader and trainer; lead 25 assigned section personnel on Sikorsky's MH60 Sierra and MH60 Romeo aircraft valued at \$47.7 million.
- Current holder of DOD secret clearance

Skills

- Proficient in Microsoft suite: Word, Excel, Power Point, Outlook
- Machining operations
- Blueprint reading
- Records Maintenance
- Risk analysis and management
- Quality control guidelines
- Flight tests conducting
- Aircraft avionics troubleshooting
- Testing equipment use
- Scheduled/ Unscheduled Maintenance
- First Aid/CPR
- Manual interpretation

Work History

Aviation Electronics Technician, 03/2021 to Current

State Of Nebraska – Niobrara, NE

- Keep records of maintenance and repair work.
- Lay out installation of aircraft assemblies and systems, following documentation such as blueprints, manuals, and wiring diagrams.
- Connect components to assemblies such as radio systems, instruments, magnetos, inverters, and in-flight refueling systems, using hand tools and soldering irons.
- Analyzed training needs to modify or improve existing programs and develop new monthly training actions plans .
- Planned, developed, and conducted adequate training on various topics, from helicopter maintenance to suicide awareness, by use of presentations, on-the-job training, and discussions resulting in the qualification of twelve Plane Captains, five Collateral Duty Inspectors, and five Air-warfare Specialists.
- Supervised 30 sailors in the completion of various scheduled and unscheduled maintenance actions on 14 MH-60S helicopters resulting in a 97% combat readiness rate.
- Managed \$4.8million+ worth of helicopter parts during Phase inspections and other scheduled and unscheduled maintenance actions.
- Replaced, removed/installed, and repaired 1000+ worn, defective, or damaged helicopter components to include, but not limited to, Radars, Antennas T700-GE-401C Turboshaft engines, MH60-S Main Rotor Blades, and Auxiliary Power Units.
- Read and interpreted maintenance manuals, interim rapid action changes, and other specifications to determine the feasibility and method of repairing or replacing defective components.
- Inspected maintenance actions completed by worker to ensure maintenance was completed in accordance with the correct maintenance manual.

Line Shack Supervisor, 03/2016 to 04/2018

Habitat For Humanity – Charlotte, NC

- Supervised 25 sailors in the completion of various scheduled and unscheduled daily and turnaround inspections on 14 MH-60s helicopters resulting in a 97% combat readiness rate.
- Assisted in the launch and recovery of 14 MH-60s helicopters during daily flight operations
- Proved successful working within tight deadlines and fast-paced atmosphere
- Carried out day-day-day duties accurately and efficiently
- Conducted preventive maintenance and repairs on wire bundles, connectors, RF cables and fiber-optic lines for avionics and weapons integration lab equipment
- Assessed aircraft electrical systems to evaluate proper functioning
- Set up and operated precision test equipment for alignment, troubleshooting and testing of electrical equipment and systems
- Coordinated work with engineers, technicians and other aircraft maintenance personnel
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity
- Performed duties in accordance with applicable standards, policies and regulatory guidelines to promote safe working environment
- Worked directly with QA personnel to identify and correct defects.
- Checked production goods and reported deficiencies.
- Identified issues, analyzed information and provided solutions to problems

Receptionist/Administrative Assistant, 01/2013 to 03/2016

OhioHealth Grant – City, STATE

- Initiate service in Grant's Wellness Program; Opening and closing , Telephone operation, Member check in, Cash Register processes, and Member enrollment.
- Managed multiple tasks and met time-sensitive deadlines
- Managed Over 50 Customer calls per day
- Confirmed appointments, communicated with clients and updated client records
- Restocked supplies and placed purchase orders to maintain adequate stock levels
- Answered phone promptly and directed incoming calls to correct offices
- Sorted, received and distributed mail correspondence between departments and personnel
- Monitored premises, screened visitors, updated logs and issued passes to maintain security

Education

Associate of Arts: General Studies, 01/2022

American Military University - West Virginia

Languages

French:
Negotiated: