

# JESSICA CLAIRE

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10th Floor

## SKILLS

- Very Detail Oriented
- Knowledgeable in Safety Protocol
- Preventive Maintenance Skills
- Troubleshooting Skills
- Military Maintenance Standards
- Accounting for Equipment
- Testing Components
- Reading Technical Documentation
- Great Work Ethic
- Reliable & Trustworthy
- Critical Thinker
- Supervision & Leadership
- Team Building
- Flexible Schedule
- Maintenance & Repair
- First Aid/CPR
- Conflict Resolution

## EDUCATION

**Corvallis High School**  
Corvallis, MT • 06/2018  
*High School Diploma*

## CERTIFICATIONS

- Refrigerant Recovery/ Recycle Qualification
- Motor Vehicle Fuel and Exhaust Systems
- Fundamentals of diesel engine

## PROFESSIONAL SUMMARY

Proficient Diesel Mechanic-Very knowledgeable in military vehicles and civilian vehicles. Bringing 4+ years' experience in repairs, rebuilds, installations, and troubleshooting electrical components.

## WORK HISTORY

**Signature Flight Support Corporation - Aviation Maintenance Technician**  
*Yuma, AZ • 01/2022 - Current*

- Removed, dismantled, rehabilitated and reinstalled engines.
- Completed timely inspections of aircraft systems and components to check performance and safety.
- Supervised and completed flight line foreign object prevention walks.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.
- Demonstrated leadership by making improvements to work processes and helping to train others.

**Charles River - Motor Transport Mechanic**  
*Twentynine Palms, CA • 04/2019 - 01/2022*

- Installed accessories and non-OEM components to meet vehicle operator needs.
- Optimized brake systems by adjusting and replacing components.
- Diagnostic testing on heating and cooling systems to trace faults and completed skilled repairs.
- Completed in-depth inspections of vehicle brakes, steering and other systems to check for safety and performance issues.
- Rewired ignition systems, lights and instrument panels.
- Used manual and computer- assessed diagnostic devices to test equipment and determine repair needs.
- Maintained vehicles by changing oil, checking batteries and lubricating components.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.
- Prioritized and organized tasks to efficiently accomplish service goals.
- Completed multi tasking projects and tasks to ensure high quality and timely delivery.
- Demonstrated self-reliance by meeting and exceeding workflow needs.
- Demonstrated leadership skills by making improvements to work processes and helping to train others.
- Resolved interpersonal conflicts by listening, finding common ground and building relationships.
- Motivated and encouraged team members to communicate more openly and constructively with each other.

**Lube Quick Car Wash - Carwash Attendant**  
*Hamilton, MT • 01/2018 - 05/2018*

- Maintained supply inventory and monitored cleaning equipment and machinery for proper operation and maintenance.
- Ordered and restocked supplies to keep workplace operating smoothly.
- Greeted each customer and supplied service-level options and pricing, including promotional and membership information.
- Used cleaning, protective and restorative agents to maintain and enhance appearance of vehicles.
- Cleaned upholstery, rugs and other surfaces by using cleaning agents, applicators and cleaning devices.
- Checked quality of work by thoroughly inspecting interior and exterior for additional cleaning requirements.
- Operated buffers, steamers, hoses, vacuums and other equipment to meet service expectations.
- Interacted face-to-face with customers to understand vehicle detailing needs and deliver quality satisfaction.

## ACCOMPLISHMENTS

My accomplishments while in active duty are as follows:  
I was presented with two Navy and Marine Corps achievement medals. First one being presented to me for vehicle maintenance, vehicle readiness and time management being able to repair 68% of them while away from the shop,as well as maintaining the shop readiness to be over 85%.  
The second medal was presented to me for fixing 14 out of the 25 vehicles in the field and maintaining the others to sustain operations. Also maintained three other battalions readiness so they could maintain sustainability. By receiving these two awards I was promoted meritoriously on march 2nd of 2020. I was able to have volunteer hours being a security guard for one of the soccer games that happened in Las Angeles, California. I was able to take online courses and receive certifications as well.