

JESSICA CLAIRE

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SUMMARY

Knowledgeable power plant professional with demonstrated skills in balancing loads, maintaining equipment and coordinating operations. Good technical and repair knowledge combined with superior work ethic and team-oriented approach. Strong attention to detail with good report writing, monitoring and communication skills.

SKILLS

- Troubleshooting
- Team management
- Maintenance & Repair
- Working collaboratively
- Problem resolution
- Organization

EXPERIENCE

05/2015 to Current **Assistant Lead Operator**

Carlisle Companies Inc. – McMinnville, OR

- Performed troubleshooting techniques and testing procedures to keep machines working optimally.
- Practiced safe lockout-tagout procedures to prevent injury to personnel during maintenance procedures.
- Created and maintained daily activity logs to track ongoing operational performance.
- Delegated tasks to team members based upon individual strengths and expertise, leading to increase in productivity and workflows.
- Maintained high level of communication with plant lead and regional managers, improving overall problem resolution.
- Detailed plant activities in daily logs, noting concerns and issues and disseminated reports.
- Inspected 3516 and 3520 equipment on daily basis and made monitoring adjustments to maintain system integrity and peak operations.
- Monitored operating power plant equipment and readouts to identify problems and pursue corrective action.
- Performed physically demanding work, including lifting, carrying and moving heavy objects.
- Maintained safety by adhering to regulations and plant procedures.
- Completed maintenance tasks and made adjustments as part of regular upkeep of equipment and safety.
- Communicated effectively with operators and supervisors on technical level.
- Performed tests and maintenance using specific instruments, equipment and tools.
- Used forklifts, pumping equipment and air compressors frequently.
- Coordinated ongoing maintenance and housekeeping of plant and CAT equipment.
- Trained new operators and implemented new division operator training program to improve retention rates and increase production.

04/2013 to 02/2015 **Agricultural Technician**

Kanequip – Service, MS

- Completed scheduled appointments on time to drive quality service.
- Maintained certifications and completed in-depth training on commonly-serviced equipment, systems and components.
- Kept detailed records of repairs, labor involved and parts used.
- Conveyed troubleshooting diagnosis to customer and outlined proposed repair plan and associated costs.
- Interpreted drawings and schematics to pinpoint sources of mechanical issues.
- Performed maintenance inspections, tune-ups, oil changes and other key services.
- Performed troubleshooting and diagnostic procedures to locate source of malfunctions.
- Performed customer work and warranty repairs in compliance with manufacturer standards.

02/2012 to 03/2013 **Directional Drill Tech**

Weatherford International, Inc. – City, STATE

- Tested, repaired and updated equipment systems and components to meet current and expected demands.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Demonstrated excellent mechanical knowledge of machine design, use, repair and maintenance.
- Inspected equipment and systems to identify issues and reported problems to repair technicians.
- Set up and verified functionality and availability of safety equipment.
- Set up and operated production equipment in accordance with good manufacturing practices and SOPs.

07/2007 to 07/2011 **Wheeled Vehicle Mechanic (91B)**

United States Army – City, STATE

- Trained and guided employees on correct methods for performing different repairs and maintenance services.
- Maintained power assisted brake systems, wheeled vehicle suspension systems, wheel and hub assemblies and wheeled vehicle hydraulic steering systems.
- Inspected, serviced, repaired, replaced, adjusted and tested vehicle systems, subsystems and components.
- Performed repairs, including removing, cleaning and replacing parts and systems.
- Examined vehicles to determine extent of damage or malfunctions.
- Conducted routine preventive maintenance checks and services on company vehicles.
- Performed maintenance inspections, tune-ups, oil changes and other key services.

EDUCATION AND TRAINING

08/2012

Diesel And Industrial Technology

Universal Technical Institute of Texas Inc - Houston, TX

09/2014

Associate of Applied Science: Business Administration

Kaplan University - Online