

# Jessica Claire

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## SUMMARY

Veteran Quality Assurance Representative with 15 years of experience optimizing quality of production output. Designed forms, procedures and tests to involve employees throughout production process in quality assurance, gathering and compiling large datasets to identify production shortcomings, isolate causes and recommend solutions. Critical thinker optimizing production quality and efficiency. Detail-oriented professional committed to improving organizational outcomes by monitoring performance initiatives. Focused on planning, implementing and optimizing procedures. Specializing in maintenance operations and dedicated to maximizing quality.

## SKILLS

- Blueprint and schematic reading
- Interpretation of technical drawings
- Extensive hydraulic background
- Troubleshooting, testing and calibration
- Use of power and hand tools
- Sheet metal fabrication and repair
- Structural and composite repair
- Repair and refinishing of aircraft surfaces
- Timely project completion
- Detail oriented
- Multitasking
- Dependable independent worker
- Maintenance management
- Strong organizational skills
- Strong work ethic

## EXPERIENCE

**Aviation Quality Assurance Representative**, 03/2016 - Current

**Logmet LLC** – City, STATE

- Perform Audits to ensure compliance of safety and maintenance programs by maintenance personnel.
- Calibrated products to match design and operational specifications.
- Compared product and materials colors, shapes, textures and grades with predetermined templates.
- Conducted inspections of surface preparation coatings applied to sheet metal and composite structures, including primer, mid-coat, top-coat and powder coatings.
- Inspected, tested and measured materials for conformance to specifications and regulatory requirements.
- Identified production concerns and worked with supervisors to understand and remedy situations.
- Oversaw disposal of products, materials and equipment not in compliance with tolerances, safety standards or quality levels.
- Participated in scheduled quality assurance team meetings and presented reports and findings to facilitate improvements.
- Supported development and implementation of improved quality control initiatives and processes.
- Audited random calls to evaluate compliance with regulations and company policies.
- Monitored completed work and provided feedback to improve team member performance.
- Identified quality trends to investigate system flaws, process inefficiencies and training needs.
- Maintained policy, procedures, work instructions and projects for quality and continuous improvement agendas.

**Tilt Rotor Mechanic**, 12/2010 - 06/2015

**United States Marine Corps** – City, STATE

- Used color-coded charts of helicopter piping and lines; read schematic diagrams, shop sketches and blueprints and interpreted applicable technical data; performed component repairs; used fluids and gases in applicable systems; used precision measuring equipment; assisted in or performed inspections required by maintenance requirement cards and completed maintenance/repairs as required
- Performed complete repair of helicopter braking systems; removed and replaced hydraulic/pneumatic systems and/or components; used and maintained hydraulic/pneumatic test equipment; observed applicable material control procedures; conducted on-the-job training; plans, sketches, and directed work center assignments; used computer generated technical data for maintenance, inspection, and repair of systems and equipment. Along with experience manufacturing hose and tubes ring locking, swedging along with troubleshooting hydraulic and pneumatic leaks
- Performed removal and replacement of hydraulic components
- Performed removal and replacement of tire and wheels
- Performed removal, replacement and rigging of flight controls
- Performed troubleshooting of aircraft systems and subsystems
- Performed hydraulic sampling after removal of components
- Performed composite and metal repairs on aircraft fuselage and panels
- Performed Aircraft phase inspections and repairs
- Performed Collateral Duty Quality Assurance inspections of performed maintenance and safety programs
- Performed Aircraft paint and touch up.

**Collateral Duty Quality Assurance Representative**, 09/2007 - 06/2015

**United States Marine Corps** – City, STATE

- Inspected all aircraft materials under my cognizance for quality
- Possessed fundamental responsibility for the prevention of defects
- Performed rigging and testing of aircraft flight controls
- Performed testing of aircraft rotor track and balance
- Performed safety inspections of aircraft
- Performed Foreign Object Debris inspections in work center and flight line
- Performed Tool Control inspections
- Performed Battery Safety inspections
- Performed Electric Static Discharge inspections
- Performed removal and replacement hydraulic components
- Composite and metal repair
- Performed removal and replacement of tire and wheels
- Performed removal and replacement of flight controls
- Performed troubleshooting of aircraft systems and subsystems
- Performed hydraulic sampling after removal of components
- Performed composite and metal repairs on aircraft fuselage and panels
- Performed Aircraft phase inspections and repairs
- Performed Collateral Duty Quality Assurance inspections of performed maintenance and safety programs
- Performed Aircraft paint and touch up
- Performed maintenance on GE-T58-16 turbo shaft engine to include troubleshooting , removal and replacement, light blending of engine blades,.

## EDUCATION AND TRAINING

**Associate of Arts**: 08/2020

**Coastal Carolina Community College** - Jacksonville, NC

**Aviation Maintenance Courses**

**Center For Naval Aviation Technical Training (CNATT)** - Pensacola, FL

- Aircraft Paint and Touch Up (Mar 2013 - 2 weeks, 2 days)
- Aircraft Advanced Corrosion Course(Mar 2013 - 1 week)
- V-22 Airframes Organizational Maintenance (Feb 2012 - 237 Hours)
- V-22 Hydraulic Systems Organizational Maintenance (Jan 2012 - 184 Hours)
- Aviation Structural Mechanics “O” Level Strand (Nov 2011 - 48 Hours)
- Aviation Structural Mechanics Common Core (Oct 2011- 219 Hours)
- CH-46 Airframes Organizational Maintenance (July- 2007- 237 Hours)
- V-22 Hydraulic Systems Organizational Maintenance ( Aug 2007- 184 Hours)
- Aviation Quality Assurance Course