

# JESSICA CLAIRE

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## SUMMARY

Avionics Technical Inspector with talent for reliability and work ethic. Strong knowledge of aircraft maintenance with UH-60 L, A, M as well as CH-47 L. Communicative and team-oriented with proficiency in ACN (aircraft notebook). Proven history of fostering new soldiers to meet team, individual and management objectives. Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating company growth.

## SKILLS

- Aircraft Registration
- Inspection Abilities
- Maintenance & Repair
- Relationship Building
- People Skills
- Supervision & Leadership
- Team Management
- First Aid/CPR
- Good Work Ethic
- Critical Thinking
- Computer Skills

## EXPERIENCE

### 11/2021 to Current **Aviation Maintenance Inspector 5k Monthly**

**Texas Army National Guard – City, STATE**

- Improved operations by working with team members and customers to find workable solutions.
- Demonstrated leadership by making improvements to work processes and helping to train others.
- Demonstrated self-reliance by meeting and exceeding workflow needs.
- Inspected in-service aircraft and related equipment for defects and maintenance concerns.
- Assessed skills and knowledge of technicians working on aircraft.
- Performed daily postflight and preflight inspections.
- Observed gauges, meters and instruments to detect evidence of aircraft malfunction.
- Enforced safety regulations and FAA standards governing production, maintenance and operation of aircraft.
- Operated the aircraft notebook (ACN) not limited to but also (IADS) systems.
- Make sound judgement and decisions; to deal effectively with people in a courteous and tactful manner; to analyze information rapidly and make prompt decisions as well as training others, managing finances, code enforcement, doing compliance work, corrections, security, military, e

### 02/2014 to 02/2020 **Avionics Maintenance Technician 5k Monthly**

**Oklahoma Army National Guard – City, STATE**

- Performed through tests of electrical systems, parts and equipment to check compliance with applicable standards and evaluate malfunctions.
- Evaluated quality of all maintenance and installation work and documented changes.
- Recorded maintenance performance in aircraft logbooks and completed other paperwork requirements.
- Read complex manuals to review repair procedures.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Demonstrated self-reliance by meeting and exceeding workflow needs.
- Executed corrosion control and inspection duties with minimal supervision.
- Completed in-depth visual and manual inspections of electrical components.
- Repaired or installed new wiring, boxes, antennas and other system pieces.

### 06/2018 to 04/2022 **Meat Process Worker 3400.00 Montly**

**Tyson Foods Inc – City, STATE**

- Used powered equipment such as saws, knives and Skinner machines to complete efficient meat processing.
- Vacuum-packed and labeled products for institutional use or sale to consumers.
- Supplied and trained personnel on matters of cleanliness, client interactions and various types of meat cuts.
- Cut, wrapped, weighed and labeled orders for customers.
- Trained new employees on cleanliness, client engagement strategies and various types of meat cuts.
- Wrapped and displayed items in cases following size and appearance standards.
- Processed fresh meat items in walk-in cooler.
- Enforced approved safety codes and cultivated orderly and systematic environment.
- Closely monitored display and refrigerator temperatures to ensure safety and quality of products.

### 08/2017 to 05/2018 **Platoon Sergeant 3k Monthly**

**William Tyler, Thunderbird Youth Challenge Program – City, STATE**

- Conducted quality control inspections of subordinate organizations to detect and correct deficiencies.
- Maintains discipline, security, and safety within a quasi-military atmosphere
- Develops a team-oriented attitude in the Cadets
- Mentor/role model for those assigned cadets during the residential phase of the program
- Directs and participates in cadet physical training
- When necessary, used physical force, unarmed self defense or force to detain, secure, or breakup fights.
- Implemented policies and standard operating procedures and managed quality, customer service and logistics.
- Motivated and evaluated personnel for performance improvement and goal achievement.

## EDUCATION AND TRAINING

### Business Marketing

**University of Central Oklahoma - Edmond, OK**

### Avionics Maintenance Technology

**United States Army Aviation Logistics School - Ft Eustis**

### 05/2013

### High School Diploma

**Tuttle High School - Tuttle, OK**

## LANGUAGES

**Spanish:**

**Negotiated:**

## ACCOMPLISHMENTS

Espyon second enlistment

- Was selected as a squad leader to lead troops through pre-mobilization training.

## CERTIFICATIONS

- Attended Avionics Training and graduated in the top 10% of class. - 2014