

# Jessica Claire

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## PROFESSIONAL SUMMARY

Perceptive Aviation Electronics Technician adept at performing routine and non-routine inspections, repair and maintenance of avionics systems. Talented at efficiently resolving electrical problems. Experience working with [ tools ]. Industrious  
Aviation Electronics Technician with over [Number] years of hands-on experience performing variety of maintenance and installation tasks. Works well under pressure and uses mandated safety equipment such as [Equipment] and [Equipment]. Hardworking and efficient with excellent troubleshooting abilities.  
Seasoned [Job Title] bringing demonstrated safety management and performance optimization skills gained during experience in [Type] settings. Deliver in-depth training and mentoring to help each improve abilities and advance work quality. Dependable, hardworking and level-headed in addressing diverse problems.

## ACCOMPLISHMENTS

- Supervised team of [Number] staff members.
- Assigned and successfully managed programs such as Safety, Training, IMRL and ICRL Naval programs that produced zero hits on OSHA and other annual federal inspections.
- Supervised personnel, and operations of a production work center and held responsibility for maintaining quality standards. Planned and assigned work, trained Junior Sailors, with the authority for making performance decisions. Maintained, updated, and distributed production Schedules.
  - Assigned to The Consolidated automated support system (CASS) Work center at Fleet Readiness Center Southwest and West. Performed repair, modification, overhaul, disassembly, testing, installation and maintenance on aircraft Electrical/Electronic systems and Electro Mechanical equipment and accessories for MH60R/S, F-18E/F, and E-2C.
  - Maintained, repaired, and calibrated electronic equipment including numeric control systems and other electronic equipment for testing and troubleshooting. Used NALCOMIS to document work performed, and to complete maintenance actions.
  - As tool control manager maintained 928 assets and achieved zero discrepancies during the 2019 Maintenance Program Assessment at FRC West.

## SKILLS

- Electrical theory mastery
- Extreme manual dexterity
- Manual interpretation
- Aviation systems mastery
- Aircraft avionics troubleshooting
- Scheduled Maintenance
- Circuit wiring
- System components
- Testing equipment use
- Schematics understanding
- Root Cause Analysis
- Navigation systems understanding
- Electrical equipment repair
- Excellent work ethic
- Reading comprehension
- Conflict resolution
- Supervision

## WORK HISTORY

### AVIATION ELECTRONICS TECHNICIAN 10/2018 to CURRENT

#### State Of Nebraska | Gretna, NE

- Influenced emerging aviation system [Type] designs to reduce, simplify and eliminate maintenance actions.
- Observed and recorded [Type] progression and results and organized and documented data for assigned projects.
- Set up and operated precision test equipment for alignment, troubleshooting and testing of electrical equipment and systems.
- Evaluated, specified, ordered, tested, configured and tracked aircraft and lab assets for company requirements.
- Adjusted, repaired and replaced malfunctioning components or assemblies using [Tool] and [Tool].
- Troubleshoot [Type] avionic systems and restored lab simulator functionality in event of failure or component discrepancies.
- Diagnosed faults and developed resolution plans.
- Completed preventative and reparative maintenance on aircraft electronics and computer systems.
- Tested electrical aircraft systems, components and equipment for compliance with standards and to uncover any malfunctions.

### SUPERVISOR 05/2014 to 06/2018

#### Massage Envy | Mission Viejo, CA

- Optimized supply levels to keep stock within ideal parameters for expected needs.
- Assessed employee work and improved performance with LEAN SIGMA 6 and Theory of Constraints Airspeed methods.
- Organized ongoing maintenance schedules to boost system performance.
- Enhanced customer satisfaction ratings by motivating team members to strengthen quality and increase productivity.
- Monitored safety compliance to maintain strict standards and protect team members from harm.
- Established and documented protocols for preventive maintenance procedures, decreasing equipment issues and reducing downtime [Number] %.
- Managed efficient teams of up to [Number] employees.
- Developed and implemented employee incentive programs to promote top performance.

### COLLATERAL INSPECTOR 05/2014 to 06/2018

#### Fleet Readiness Center Southwest | City, STATE

- Safely and effectively handled wide range of cleaning products and solutions.
- Conducted repairs on [Type] and [Type] equipment, typically returning machines and tools to functionality within [Number] [Timeframe].
- Created and followed detailed maintenance schedules for [Type] equipment, resulting in [Number] % increase in equipment lifetime.
- Followed [Type] and [Type] safety procedures to avoid injuries in field.
- Successfully alleviated [Type] issues by using [Type] troubleshooting method.
- Continuously adhered to strict regulations as well as detailed instructions, guidelines and specifications.
- Produced parts and assemblies quickly and efficiently within tolerances.
- Installed, aligned and balanced new equipment while managing work of [Number] employees.
- Completed partial or full dismantling of equipment to quickly repair or replace defective components and restore functionality.

## EDUCATION

### High School Diploma

#### Guam High School, Hagatna Heights, Guam

- Aviation Electronics- Intermediate Level Course (Pensacola, FL)  
August 2013 - February 2014
- Aviation Electronics – CASS High Power operator/Maintainer school (NAS Oceana,VA)  
May 2014
  - Aviation Electronics – CASS Common Core Operator/Maintainer school (MCAS Miramar,CA) December 2015
  - Aviation Electronics – CASS EO Operator/Maintainer school (MCAS Miramar,CA)  
September 2018
  - Guam High School (Hagatna heights, Guam) Class of 2010