

JESSICA CLAIRE

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SUMMARY

Detailed-oriented aircraft professional bringing a proven history of effectively directing, monitoring or performing preventive and unscheduled maintenance on aircrafts. Strong knowledge of standard hardware and materials with an insatiable curiosity of new industry materials and techniques.

SKILLS

- Reliable and Trustworthy
- Problem Resolution
- Team Building
- Organizational Skills
- Friendly, Positive Attitude
- Critical Thinking
- Active Listening
- Work Ethic
- Maintenance & Repair
- First Aid/CPR
- Team Management
- Training & Development
- Customer Service
- Conflict Resolution
- Relationship Building
- People Skills
- PPE Use
- Strong Work Ethic and Integrity
- Military Maintenance Standards
- Identifies, Installs and Removes Common Aircraft Fasteners
- Fire Extinguishing and Oxygen Systems
- Safety Protocol Knowledge

EXPERIENCE

Aviation Mechanic, 01/2022 - Current

Smuckers – Grandview, WA

- Serviced and lubricated aircraft and subsystems as directed.
- Recorded maintenance performance in aircraft logbooks and completed other paperwork requirements.
- Cultivated safe and organized work area by maintaining active control over tools and equipment and retaining FOD awareness at all times.
- Supervised and offered guidance for aircraft and equipment movement.
- Trained several new employees on company policies and protocols.
- Compiled data and generated weekly and monthly maintenance reports, and spearheaded weekly and monthly squadron maintenance meetings.
- Executed corrosion control and inspection duties with minimal supervision.
- Supervised and completed flight line foreign object prevention walks.
- Updated maintenance and repair logs according to services performed and submitted reports to supervisors for review.
- Utilized hand and power tools to detect and repair aircraft malfunctions and damages.
- Oversaw inventory usage and executed replenishment duties when needed.
- Maintained aircraft environmental systems, oxygen systems, fire extinguishing systems and utility systems.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.

Sales Associate, 02/2020 - 08/2021

Downeast Outfitters – Peoria, AZ

- And Related Skills:
- I explain promotions and special offers to customers
- Locate items for customers by checking sister stores and online options
- Helped customers navigate stores, complete sales and process returns
- Setup installs and uses power equipment to stock and down stock the store
- Resolve customer concerns using strong communication and conflict management skills
- Handle stressful situations professionally and multi-task with ease
- Met or exceeded individual sales goals and key performance indicators
- Contacted customers to finalize sales and service transactions
- Developed customer base by delivering consistent customer service
- Increased per-customer revenue by suggesting additional purchases
- Boosted sales by building attractive displays and merchandising products
- Accomplished multiple tasks in a fast-paced environment
- Maintain a calm demeanor and manage issues professionally and according to company standards
- Demonstrate selling experience in a fast paced, service oriented retail setting
- Work independently but within a team environment
- Use feedback from customers and personal observations to better capitalize on sales opportunities
- Assisted with receiving, pricing, and merchandising
- Managed multiple tasks simultaneously while meeting deadlines
- Rotated stock through clearance markdowns and special sales promotions
- Adapted to changing priorities and unexpected situations
- Created great customer experiences through personalized sales support
- Processed credit card payments and accurately handled cash
- Quickly and efficiently processed payments and made accurate change
- Operate power equipment such as forklift, compact lift, sidewinder, cherry picker, etc.

Manager, this, 01/2019 - 10/2019

Wuxi AppTec – Middletown, DE

- Latif Tobler (XXX-226-2929)
- Okay to contact, Hours per week: 30
- Cook
- Duties, Accomplishments and Related Skills:
- Followed corporate recipes and standards to prepare consistent menu options
- Memorized recipes and cooked meals to meet all required nutrition and portion specifications
- Operated all kitchen equipment safely and in accordance with OSHA regulations
- Prioritized orders to maintain efficiency and synchronize timely delivery of guest orders
- Stored food in designated containers, rotated inventory to reduce spoilage, and noted purchasing needs for supervisor review
- Prepared ingredients in advance for on-demand orders and recipes
- Met fast-paced customer demands by cooking multiple meals each day
- Regulated temperature of cooking and heating equipment, verifying proper cooking and storage temperatures
- Cleaned and maintained walk-in refrigerators, gas stoves, and commercial ovens
- Covered kitchen needs by cross-training in different positions and filling in for absent team members
- Measured and mixed ingredients to follow recipes, cooking items according to instructions
- Prepared ingredients and equipment for all kitchen stations to increase efficiency
- Managed kitchen supply inventory and requisitioned needed supplies
- Plated and examined completed orders to verify quality and portion size
- Prepared multiple orders simultaneously
- Cleaned and sanitized kitchen surfaces and equipment to prevent cross-contamination in alignment with safe food handling guidelines.

Supervisor, 04/2017 - 07/2018

Prague City Swimming Pool – City, STATE

- Chanda Jones (XXX-395-8659)
- Okay to contact this, Hours per week: 40
- Lifeguard
- Duties, Accomplishments and Related Skills:
- Prevented inexperienced swimmers and small children from accessing the deep end
- Taught swim lessons to individuals and groups of swimmers
- Supervised swimming areas and monitored swimmer safety
- Remained calm during emergency situations and followed safety procedures
- Improved response times through simulated training, using life-like dummies to enhance identification and first aid skills
- Participated in water rescue drills with other lifeguards to remain in top form
- Monitored changing weather conditions for pool safety
- Educated parents on water hazards and child safety initiatives
- Kept equipment, barriers, and gates in good condition as part of hazard mitigation
- Led weekly classes in water aerobics and water toning
- Delivered basic first aid and respiratory support to injured swimmers
- Rescued distressed persons using lifesaving techniques and equipment
- Minimized injuries, teaching individuals how to correctly use equipment
- Identified hazards with equipment and completed repairs or removed unsafe items
- Kept individuals safe from hazardous conditions through continuous monitoring of weather and other issues
- Boosted protections by demonstrating safety protocols and processes
- Rescued distressed participants with quick response and emergency care
- Addressed complex situations such as advanced medical emergencies by calling in specialized personnel
- Patrolled recreational areas such as trails, slopes, and swimming areas, on foot, in vehicles, and from towers
- Supervisor: Kim Riggs (XXX-250-3005)
- Okay to contact this Supervisor: Yes

EDUCATION AND TRAINING

A&P Certificate: 08/2021

Gordon Cooper Technology Center - Shawnee, OK

Coursework, Licenses and Certifications

Certification in Airframe and Powerplant.

ACCOMPLISHMENTS

- Weight and Balance
- Aircraft Ground Handling and Screening
- High Reliability Soldering
- WorkKeys Certifications
- CPR Certifications
- Drone Certification
- OSHA Certified
- Trigonometry Award
- Job Related Training:
- General Curriculum: Aviation Math, Physics and Aerodynamics, Ground Handling and Servicing,
- Aircraft Drawings, Hand Tools, and Precision Measuring Instruments, Aircraft Hardware,
- Fabrication of Fluid Lines and Flared Fittings, Non Destructive Testing, DYE
- Penetrant/Magnaglo/Eddy Current, Aircraft Cleaning and Corrosion Control, Weight and
- Balance, FAR's Mechanics Privilege, Basic Electricity DC and AC, Solid State Circuits, Aircraft
- Service and Inspections, Aircraft Electrical Systems, Aircraft Wiring Practices
- Airframe Curriculum: Sheet Metal, Riveting and Non-Metallic Fabrications, Aircraft Fabric
- Covering and Finishes, Ice, Rain, and Fire Protection, Instrument and
- Communications/Navigations Systems, Hydraulics and Welding, Assembly and Rigging of Flight
- Control Surfaces, Landing Gear System Functions, Removal and Installations, Fuel Systems and Inspection Processes
- Powerplant Curriculum: Experience in the maintenance, troubleshooting, repair, overhaul, modification and testing of aircraft turbine and reciprocating engines
- Removing and replacing engine accessories such as starters, generators, anti-ice, and fuel control devices
- Maintenance and repair of fixed and rotary wing aircraft systems, airframes, components and assemblies
- Maintenance and repair of hydraulic, pneumatic, oxygen and fuel systems
- Disassembly of engines and components, removing tubing, fuel controls, and pumps from engines
- Experience in breaking down major assemblies in proper sequence, checking parts for damage or deterioration, and determining if parts are reusable,
- Experience in detecting wear patterns of engines and their components, and detecting mismatched or misaligned parts as possible cause of damage or malfunction
- Experience in assembly of parts to close tolerances using methods such as scraping, grinding and shimming
- Ability to adjust and synchronize gear trains and control mechanisms
- Lifeguard
- Management and Quality Customer Service Skills
- Farm Work Experience