

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

[Job Title] adept at briefing and training more than [Number] service personnel. Expertise in supply chain management, budgeting and cost control. Highly talented professional with extensive knowledge of logistical activities. Seeking a challenging position as a [Job Title] to apply [Experience type] experience in [Industry name] industry.

SKILLS

- Strong leader
- Supply management

WORK HISTORY

08/2002 to 07/2012 **151AE - Aviation Maintenance Technician**

US Army

Manages personnel, supply, equipment, and facility assets to maintain and repair Army rotary and fixed wing aircraft. Organizes maintenance elements to inspect, service, test, disassemble, repair, reassemble, adjust, replace parts, and retest aircraft or aircraft components. Prepares, implements, and maintains standing operating procedures for management of maintenance activities. Interprets regulations, technical manuals, and orders pertaining to maintenance of Army aircraft for commanders and subordinates. Supervises aviation equipment maintenance and repair shop, section, or platoon. Directs maintenance and accountability of organizational test equipment, supplies and recovery equipment.

10/1990 to 08/2002 **15U - CH-47D**

US Army

I will add more later.

08/2015 to 02/2016 **Licensed Sales Agent/Customer Service Representative**

Teleperformance – City, STATE

Conferred with customers by telephone to provide information about Medicare Advantage plans
Discussed with customers various Medicare Advantage plans available that would benefit them and fill their needs
Completed enrollment contracts
Responded to customer problems or complaints

EDUCATION

2005

Bachelor of Science: Professional Aeronautics

Embry-Riddle Aeronautical University - Daytona Beach, FL

I will add more later.

GPA

Honor roll