

# JESSICA CLAIRE

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## SUMMARY

I am an ambitious student in pursuit of knowledge, training, and ultimately to gain lineman position after graduating from, MT Tech lineman program.

I am skilled in learning in varying conditions, adaptable and driven with strong work ethic and the ability to thrive in team-based or individually motivated settings.

I thrive on learning new skills quickly and approaching daily challenges with flexibility and openness to changing needs. I have solid work experience with excellent communication, multitasking and prioritization skills. Cant wait to put my skills to the test in the coming years.

## SKILLS

- Work well with others
- Organizational skills
- Able to lift 100 pounds
- Hand and power tools
- Basic welding skills
- Hand tool operations
- Troubleshooting
- Relationship building
- Decision-making
- Self thinker
- Materials handling
- Standard operating procedures understanding

## EXPERIENCE

- 05/2021 to Current   **Labor Worker**  
**Chs Inc** – Des Moines, IA
- Collected and removed debris from work sites to maintain team productivity and minimize safety hazards.
  - Assisted project planning by measuring distances and marking locations using Chalk and tape tools.
  - Assisted distribution of tools, materials and equipment to skilled workers.
  - Advised officials regarding traffic-control measures to protect work site integrity, crew safety, and general public welfare.
  - Provided industry insight to coworkers to assist work completion.
  - Set up locations and equipment to maintain worksite efficiency.
  - Pitched in to assist supervisors and to handle various tasks.
  - Followed company, safety and performance requirements at all times.
  - Adhered to all standard operating procedures and complied with safety and quality processes.
  - Organized and cleaned work areas for safety and professional appearance.
  - Determined optimal construction requirements and site plans.
  - Opened boxes of merchandise and materials and restocked designated areas
  - Staining of Exterior siding
  - Helped install Siding on Homes
  - Install exterior decking
- 06/2021 to 11/2021   **Laborer**  
**Lincoln Electric** – City, STATE
- First thing I did was re-mulch the outside of the main office and dispose of it in a field with a wheel barrow.
  - I sorted and placed materials or items on racks, shelves or in bins to keep warehouse organized.
  - Operated a forklift to load and unload supplies and transformers.
  - Operated drills and other equipment to perform light fabrication for product assembly.
  - Cleaned up and resupplied work areas daily for optimal team performance.
  - Collected and removed debris from work sites to maintain team productivity and minimize safety hazards.
  - Lifted, sorted and stacked parts weighing as much as 40 pounds.
  - Inspected, identified and delivered materials to stocking areas.
  - Read off the nameplates of transformers to get them properly numbered for future installation.
  - Cut apart dozens of wire wheels with a sawzall to be properly disposed of,
- 05/2020 to 08/2020   **Labor Worker**  
**Wilderness Club** – City, STATE
- Collected and removed debris from work sites to maintain team productivity and minimize safety hazards.
  - Assisted project planning by measuring distances and marking locations using Chalk and Tape tools.
  - Set up Trailers and Tools equipment to maintain worksite efficiency.
  - Opened boxes of merchandise and materials and restocked designated areas.
  - Received and unboxed furniture into new construction builds
  - Followed company, safety and performance requirements at all times.
  - Adhered to all standard operating procedures and complied with safety and quality processes.
  - Organized and cleaned work areas for safety and professional appearance.
  - Staining of exterior materials
  - Assist others when needed or requested
- 06/2019 to 07/2019   **Assistant Grounds Keeper/Maintenance Worker**  
**Agricultural Museum** – City, STATE
- Pruned trees and bushes regularly for optimal shaping and better growth in upcoming seasons.
  - Kept outdoor spaces looking clean and inviting with regular removal of leaves, sticks and other debris.
  - Cleared pathways of overgrowth, debris and snow to reduce hazards.
  - Removed debris and trash from surrounding areas and disposed of recyclable materials properly.
  - Used equipment, including mowers, trimmers and clippers safely to prevent accidents.
  - Cleared grounds by raking leaves and removing downed tree branches.
  - Tore out the upper level of an old blacksmiths shop, and cleaned out the trash that was left from it.

## EDUCATION AND TRAINING

- 06/2021                   **High School Diploma**  
**LCHS** - Eureka, MT

## ACCOMPLISHMENTS

I've been a part of many teams in my school system including football, robotics, and fabrication teams. The teams require constant communication between members and coordination so everyone is on the same page. Along with working on many teams I am OSHA certified and am constantly using that knowledge to help better my, and other colleworkspaces.

## CERTIFICATIONS

Along with working on teams as well as individually I am OSHA certified and constantly using that knowledge to help better my own, and other colleagues workspaces. I cant wait to get into the workforce and start my life as a lineman.