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# JESSICA CLAIRE

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Montgomery Street, San Francisco, CA 94105 ♦ (555) 432-1000 ♦ resumesample@example.com

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## PROFESSIONAL SUMMARY

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Highly motivated, hard-working Receptionist with extensive experience in a professional office environment. Dedicated to performance, organization, and detail. Committed to maintaining a positive, self-motivated attitude in all aspects of work. Reliable and supremely trust-worthy.

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## SKILLS

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NACLC Secret Security Clearance  
Excellent Leader  
Detail Oriented  
Adept Written and Verbal Communication Skills  
Supreme Stress Management Skills  
Ability To Perform Under Extreme Pressure

Telephone and Front Desk Reception  
Filing Database and Records Management  
Executive and Administrative Support  
People Oriented  
Skilled MS Office User

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## WORK HISTORY

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**Aviation Operations Specialist**, 01/2008 - 08/2013

**USAR** – City, STATE

Exceeded standards in Aviator Personnel Record Maintenance.

Demonstrated proficiencies in organizational tasks such as consolidation/creation of information books and filing systems essential to daily company operations.

Restored and consistently maintained organization to personnel, financial and operational documents and data entry.

Awarded the Army Achievement Medal for exemplary administrative support.

Trained new soldiers to high standards, subsequently producing outstanding performance.

**Aircraft Dispatching Technitian**, 2009 - 2010

**Department Of Defense** – City, STATE

Created and maintained flight schedules for Aviators and aircraft.

Coordinated with Aviators, passengers, and airfield base operations to schedule and manage travel arrangements.

Managed personnel pay actions and scheduling.

Handled and recorded all fuel invoices and maintained budget data.

Compiled monthly reports on crew duty, aircraft usage, and budget data.

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**C-12V Pilot, Warrant Officer**, 08/2013 - Current

**US Army Reserves** – City, STATE

Responsible for the safe and effective operation of C-12V aircraft.

Maintain extensive and accurate knowledge of all systems, limitations and emergency procedures of aircraft.

Maintain high level of professional and physical excellence.

Lead and mentor members of the unit.

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## EDUCATION

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**High School Diploma**: 2006

**Kaiak High School** - Mukilteo, WA

**UH-60 A/L Blackhawk Pilot**: Aviation, 2014

**United States Army Aviation Center of Excellence** - Ft. Rucker, AL

**C-12V Fixed Wing Pilot**: Aviation, 2015

**Flight Safety** - Dothan, AL