

# JESSICA CLAIRE

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- 📞 (555) 432-1000
- 📍 Montgomery Street, San Francisco, CA 94105

## SKILLS

- TIG welding expert
- Sheet metal fabrication
- Welding safety precautions
- Quality inspection professional
- Metal working ability
- Initiative to work independently
- Secret security clearance
- Equipment maintenance
- Preventative maintenance
- Aircraft equipment installation
- Program oversight
- Extremely organized
- HAZMAT handling
- Analytical thinking
- Inventory management
- Process improvements
- Effective time manager
- Upper-level management training
- Troubleshooting
- Project management
- Strategic thinker
- Attentive listening

## EDUCATION AND TRAINING

- AIMD NAS Oceana Welding Program**  
Virginia Beach, VA • 03/2020  
*Certification:* Aeronautical/ Ground Support Equipment Welding
- Cecil County School of Technology**  
Elkton, MD • 06/2014  
*Certification:* Carpentry
- Perryville High School**  
Perryville, MD • 06/2014  
*High School Diploma*

## SUMMARY

Productive Aviation Structural Mechanic demonstrating skills in Aviation Maintenance and Welding. Known for performing tasks and job duties quickly and with minimal supervision. Safety-oriented individual with superior knowledge of standard protocols and practices.

## EXPERIENCE

- United States Navy - Aviation Structural Mechanic (Welder)**  
*City, STATE • 02/2018 - Current*
  - Used processes including gas tungsten arc, gas metal arc, flux-cored arc, plasma arc, shielded metal arc.
  - Cut, fit, and welded metal components, including plate, structural shapes, and pipe.
  - Maximized shop organization and equipment lifespan by maintaining equipment.
  - Set up equipment and welded parts according to welding chart specifications and type.
  - Inspected and repaired components to implement corrective action.
  - Set up and operated welding equipment to complete all welding projects on-time.
  - Applied knowledge of metallurgy, geometry and welding techniques to determine optimal welding strategies.
  - Precision cutting with power saws, hand shears and chipping knives.
  - Combined welding techniques, knowledge of metallurgy and engineering requirements to produce quality work.
  - Monitored fitting, burning and welding processes to avoid overheating parts, warping, shrinking, distortion and expansion of materials.
  - Obtained desired configurations by clamping and tack-welding components.
  - Operated manual and semi-automatic welding equipment to fuse metal segments together.
  - Inspected grooves, angles and gap allowances with micrometer, caliper and precision measuring instruments.
- United States Navy - Aviation Structural Mechanic**  
*City, STATE • 07/2014 - Current*
  - Dismantled, repaired and reassembled structural components of aircraft and hangar equipment to enhance performance and long-term durability.
  - Isolated problematic components and initiated troubleshooting techniques to resolve malfunctions, restore functionality and optimize performance.
  - Performed maintenance tasks in accordance with manufacturer specifications and followed all manuals and policies to complete high-quality, accurate work.
  - Set up and fabricated complex mechanical assemblies by following both oral and written instructions, reading technical documentation and collaborating with team members.
  - Reviewed specifications and blueprints to understand proper techniques for maintaining aircraft integrity and functionality.
  - Observed key safety protocols and practices at all times, including when operating dangerous equipment near team members or expensive systems.
  - Inspected, removed and replaced components of hydraulic systems and replaced gaskets and wipers in hydraulic components.
  - Inspected in-service aircraft and related equipment for defects and maintenance concerns.
  - Fabricated and altered parts with metal hammers, punches, drills and shears.
  - Gained and implemented valuable knowledge by participating in all aircraft maintenance training and special projects.
- American Home & Hardware - Lumber Yard Worker**  
*City, STATE • 05/2012 - 07/2014*
  - Provided top product and material delivery quality control by eliminating downtime to maximize revenue.
  - Prepared inventory for shipment by attaching tags and labels, preparing shipment documents and securing products on pallets.
  - Maintained accurate and current order and shipment forms, inventory documentation and customer records.
  - Considered specific product requirements and accessibility when managing and organizing storage areas.
  - Cleared aisles, swept floors and reorganized inventory to keep warehouse neat and remove obstacles.
  - Recognized and reported defective material and equipment.
  - Optimized project completion time by multitasking duties using heavy equipment.
  - Gained complete understanding of duties and job tasks for each shift, prioritizing those requiring immediate completion.
  - Drove truck safely to deliver items in original condition to destination.

## ACCOMPLISHMENTS

- Awarded Meritorious Unit Commendation Medal
- Awarded Navy "E" Ribbon
- Awarded Good Conduct Medal (2) for exceptional work and ethic with a clean record
- Awarded National Defense Service Medal
- Awarded Global War on Terrorism Expeditionary Service Medal
- Awarded Global War on Terrorism Service Medal
- Awarded Sea Service Deployment Ribbon
- Awarded Rifle Marksmanship Medal
- Awarded Pistol Marksmanship Medal
- As a green belt trained member, utilized the knowledge gained to streamline the Individual Material Readiness List inventory Process. Efforts resulted in a reduction in inventory time from 30 to 10 days and broad arrow assets transfer time reduced from 21 to 3 days
- Managed 736 pieces of IMRL items with 100% accountability. Inventoried and packaged 182 IMRL items for transfers and broad arrow support enhancing the sustainment of Fleet-wide operational readiness.
- Devoted off duty working hours volunteering at John Tyler Elementary School, Norfolk SPCA, Food Banks, and to the Navy through Moral, Welfare and Recreation Program.