

Jessica Claire

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SUMMARY

Highly skilled and experienced Navy veteran with over five years of service. Results-focused [Industry] professional with strength in [Skill], [Task] and [Task]. Proactive leader with strengths in communication and collaboration. Proficient in leveraging [Area of expertise] and [Area of expertise] knowledge to promote [Result]. Adept at managing concurrent objectives to promote efficiency and influence positive outcomes. Insightful [Job Title] with [Number] years of experience leading operations by directing daily activities. Proven track record of developing targeted business operations plans, implementing improvements and overseeing [Area of expertise]. Decisive leader highly competent in establishing and achieving ambitious goals and quality standards.

SKILLS

- Leadership
- Troubleshooting
- Analytical
- Problem resolution
- Critical thinking
- Team building
- Computer skills
- Supervision
- Multitasking
- Organizational skills
- First-aid trained
- Microsoft Office

EXPERIENCE

AVIATION BOATSWAIN'S MATE, FUELS 03/2016 to 04/2021

La Madeleine, Inc. | Richardson, TX

- Performed maintenance record keeping.
- Proficient in online organizational and logistical management systems.
- Operates, maintains, and repairs fueling and lubricating oil systems, including service stations, pump rooms, pumps, piping, valves, tank and protective piping systems.
- Handled hazardous materials and maintained environmental standards.
- Use and understanding of blueprints, charts, drawings, and publications.
- Under close supervision assisted in the maintenance of aircraft , associated aeronautical equipment, and aircraft support equipment.
- Operator of damage control and fire fighting equipment.
- Performed various marine duties such as checking for oil spills and other pollutants around ports, harbors and beaches.
- Identified and solved complex strategy problems to drive organizational goals.
- Reduced process lags by effectively managing employees for productivity, efficiency and improvement.
- Managed scheduling for [Number] employees to optimize productivity.
- Inspected equipment and completed basic repairs to maintain safety and efficiency of each trip.
- Assessed team proficiencies, identifying and targeting areas for improvement.
- Contributed to the safe and expeditious movement of over 1.7 million gallons of fuel to embarked and transient aircraft in support of over 3000 flight evolutions.
- Played a vital role in the offload of over 500,000 plus gallons of fuel while pier side in Naval Station Norfolk.
- Lead the maintenance of 18 aircraft fueling stations, 96 fuel station valves and the disassembly of six refueling hose reels resulting in a 23 percent score increase and grades of "Excellent" or higher in inspections.
- Completed one of the ships largest work packages which included the installation of 120 fueling station valves, 30 cla-vals, and the disassembly of 21 hose reels for overhaul resulting in 373 man-hours of mishap free work on equipment valued at \$360,000.
- Corrected over 103 zone inspection deficiencies resulting in 270 man-hours of ship rehabilitation of 49 spaces.
- Completed over 434 inspections of tanks and assisted in the removal of 9141 interference plates with zero mishaps.

AFORENTICE LANDSCAPER 03/2015 to 11/2015

Mikes Evergreen Landscaping | City, STATE

- Reviewed design plans and instructions and completed work according to specifications.
- Created plans and blueprints to design custom gardens and beds.
- Responded quickly to customer inquiries and concerns to drive customer satisfaction and maximize retention.
- Assisted in scheduling weekly landscaping projects and tasks to meet deadlines.
- Planned and cultivated designer lawns and gardens to enhance backyard lawns.
- Leveraged hand-held tools to maintain green spaces.
- Operated landscaping equipment to maintain grounds and remove trees.
- Troubleshot mechanical issues and completed basic repairs to keep equipment working at peak levels.
- Scheduled regular landscaping services to promote optimal growth and maintain attractive appearance of lawns and facility grounds.

LEOD BUSSER 07/2015 to 01/2016

Rockefellers Raw Bar | City, STATE

- Led team in carrying out day-to-day tasks with customer service program in mind.
- Trained new employees to perform duties.
- Consistently went above and beyond expectations by helping waiters and assisting in the kitchen to support teammates and provide customer service.
- Applied proactive and resourceful nature to create pleasant guest experiences.

EDUCATION AND TRAINING

Associate of Arts | Liberal Arts And General Studies 05/2022

Saint Leo University, Saint Leo, FL

Military Training School

Michigan Youth Challenge Academy, Battle Creek, MI

- Ranked in Top 10% of class and Honor Roll student.
- Acquired 19 college total course credit while attending the academy.

Credit Recommendation From American Council

Military Associate Degree Credits

- 3 Semester hours in fire science, 3 in aviation introduction, 1 in environmental sciences, 1 in community health, 1 in industrial safety, and 1 in aviation safety.
- Naval aircraft and shipboard firefighting training.
- First Aid and CPR certified.