

# Jessica Claire

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## SUMMARY

- Solutions-focused, versatile management professional offering a comprehensive background supporting U.S. Military in roles of increasing responsibility during a 22-year career in the US Air Force. Effective communicator who quickly masters new roles and technologies to achieve positive results. Possess Secret Security Clearance.

## HIGHLIGHTS

- Effective team leader
- Critical thinking skills
- Strong verbal communication
- Microsoft Office
- Firefighter/EMT
- Customer Service
- Problem Solver
- Data management

## EXPERIENCE

### AVIATION MANAGEMENT

10/2014 to CURRENT

#### Nana Regional Corporation | Kenai, AK

- Managed 7 thousand aircrew ground and training events in database ensuring 100% accuracy.
- Created monthly reports for records, closed terminated records and completed chart audits.
- Determined 120 customer needs and filled out proper documents for military travel.
- Supervised 7 Aviation Managers tracking certifications, training and scheduling work loads.
- Created daily flying schedule and assigned crews to aircraft and missions

### AVIATION MANAGER

10/2004 to 10/2014

#### 36 Rescue Flight | City, STATE

- Managed drug testing program for 60 employees enforcing DOD policies and regulations.
- Scheduled and planned 45 rotary wing missions, carried 480 passengers and 10 tons of equipment on time.
- Team leader on 3 medical humanitarian operations providing \$95,000 of supplies to natural disaster victims.
- Analyzed 1,512 flying hours and audited database ensuring zero discrepancies.
- Piloted aircrew shuttle van for 3 years delivering aircrew to multiple aircraft on active airfield. Zero accidents and ground mishaps.
- Supervised Operations desk monitoring multiple aircraft and radio frequencies including FM, UHF and VHF. Coordinated all crew and aircraft needs.

## CERTIFICATIONS

- Nationally Registered Emergency Medical Technician (EMT)
- Massage Therapist
- Firefighter

## EDUCATION

### Certification | Emergency Medicine

2013

#### North Idaho College, Post Falls, ID

- Nationally Registered EMT
- Completed 240 hour Course and 50 HR Patient Contact

### National Certified | Massage Therapy

2012

#### Carrington College, Spokane Valley, WA

- 40 WK Course Completed
- GPA 3.8

### Associate of Applied Science | Aviation Manager

2000

#### Community College Of the Air Force, Gunter, Alabama