

# JESSICA CLAIRE

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## Summary

To whom it may Concern, With the utmost enthusiasm, I would like to express my interest in your available position. My interest in the medical field has taken me a long way and given me tremendous experience in different fields. I believe that my passion for assisting and interacting with people has given me a strong commitment to the medical field, with the patients interest at heart this makes me an ideal candidate to join the team. As a candidate, here's what I could immediately bring to the table: Effectiveness, in my role at your facility, I will also be able to use my abilities and knowledge to accomplish your facilities goal. I have always displayed my careful approach to my job and its duties by being disciplined and passionate. In addition, everything I have engaged in so far has all been driven by my keen interest and dedication. It is this passion that has driven every one of my career decisions thus far. I look forward to contributing my skills and experiences in this position and hope to have the opportunity to speak with you further about how I can be an asset to your team. Sincerely, Jessica Claire Highly skilled retired United States Army Sergeant with over 20 years of military experience in aviation and ammunitions supply management. Seeking a challenging career opportunity in aviation supply administration where my expertise in acquisitions, distribution, and accountability can be effectively applied towards achieving organizational objectives.

## Highlights

- Guest services
- Inventory control procedures
- Merchandising expertise
- Loss prevention
- Cash register operations
- Product promotions

## Accomplishments

### Experience

#### Aviation Supply Specialists

##### United States Marine Corps/ United States Army

- Supervised highly technical functions in all areas of aviation supply management to include regulating, coordinating, or otherwise exercising control over all organizational supplies, equipment, and other materials Used automated material management systems to conduct initial planning, provisioning, requirement determination, acquisition and distribution, and ultimate issue for consumption, retention or disposal Performed mission capability (MICAP) verification, reports and processes cannibalization actions.
- Managed all fiscal accounting and purchasing procedures and ensured compliance with all Federal Acquisition regulations Managed the movement and storage of aviation unique supplies and equipment and ensured proper documentation using United States Government specific data entry systems Procured military and commercial aviation equipment and used expert knowledge of aviation supply management to ensure proper storage and distribution Operated warehouse management systems to include interface procedures, asset accounting functions and financial budgeting formulation Oversaw the handling, storage, and disposal of hazardous materials and ensured compliance with regulatory guidelines Conducted Supply Point inventories, researches and reconciles discrepancies Monitors status of items.
- Processed local manufacture (LM) MICAPs and corrects discrepancies identified by the GLSC resulting from MICAP Enterprise Supply Solution (ESS) reconciliation.
- Processes issues, kills, and rejects management notices, status changes and cancellations.
- Processes Aircraft Document Review (ADR).
- Manages the DIFM listing, validates/updates DIFM listing with status by processing required transaction as necessary.
- Performs DIFM reconciliation with both maintenance and supply customers to ensure verification of current status and asset location.
- Conducts physical reconciliation with the Supply Point monitor to verify detail balances, reconcile out of balance conditions as well as ensures all required transactions have been processed.
- Establish, maintain and delete bench stocks in coordination with supported activities.
- Performs other duties as assigned.

#### Hazardous Material and Handling

##### United States Army

Hazardous Material and Handling Extensive hazardous materials compliance management experience Excellent familiarity with inventory procedures Strong knowledge of equipment requisitioning and storage Superior knowledge of all applicable local, state and federal safety standards Exceptional field investigative abilities Sound skill in comprehensive report formulation High written and oral communication skills Outstanding research and analytical abilities Assist with material until all unusable waste has been turned over to the Natural Resources Environmental Affairs Office (NREAO).

Identify hazardous material by comparison to National Stocks Number (NSN) or suitable substitute.

Provided limited assistance on environmental matters applicable to operational hazardous material/hazardous waste turn-in requirements.

Inspect material conditions and recommend preservation, modification, laboratory analysis, or disposition. Maintained accurate stock records and schedules. Conducted monthly, quarterly and yearly inventories of warehouse stock. Connected hoses and operated equipment to move liquid materials into and out of storage tanks on vessels. Devised short and long-range action plans to address a wide variety of municipal needs. Implemented a safety surcharge to help fund internal and contracted public safety services.

#### Ammunition Specialist

##### United States Army

Ammunition Stock and Control Manager Supervised the receipt, storage, issue, and preparation of ammunition components and explosives valued at approximately five million dollars Supervised ammunition stock control and accounting procedures for surveillance within the operating organization Conducted munitions inspections and tests; performed inspections of containers and vehicles transporting munitions to designated locations Developed and implemented organizational guidelines on standards for ammunitions operations Ensured proper execution of all organizational combat training requiring the use of explosives and ammunitions Severed with distinction in both the United States Marine Corps and Army and retired from the Army with an Honorable rating Maintained 100 % accountability of ammunitions valued at \$286 million dollars during a Joint Task Force with the United States and the Honduran military Maintained a 100% accident-free record while assigned as the Ammunition Stock Control Manager.

## Education

#### High School Diploma: 1992

Hudson High School - Hudson, NY

Park University - Parkville, Missouri

81 Semester Hours

University of Maryland University College - Okinawa

## Skills

Accounting, ADR, Army, balance, Budgeting, Oral Communication, Data entry, Documentation, Financial, Government, Inventory,

Materials, Office, ESS, Monitors, Natural, Enterprise, Organizational, Processes, Purchasing Research, Safety, Sound, Stock Control, Unique, written, SalesSoftware: Salesforce.com, TapScan, Public Relations Software, Bacon's Mediasource, Factiva, Desktop Publishing Software, Photoshop, Illustrator, HTML.

## Certifications

## Awards

## Additional Information

- ADDITIONAL INFORMATION Secret Clearance Excellent leadership skills Team building and training Microsoft Office proficient