

# JESSICA CLAIRE

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## SUMMARY

I am a very hard working and dedicated person. I am very good with catching on and learning fast on a task. I enjoy hands on work as I run a racing team and take very much pride into my work. I can do fabrication work and weld and have good skills with computer diagnostics for troubleshooting a problem and can follow diagrams very well.

I work very good with others and willing to take orders and see the project through to the end. I am willing to listen and learn from anyone and also show what I know myself to try and better me and my team. I am willing to take on new challenges and stay focused on them till I have achieved my goal. I am very good with multitasking and paying attention to the fine detail that is needed to make the job that much better upon completion.

## SKILLS

- Safety Protocols
- Troubleshooting and Diagnostics
- Equipment Repair
- Organizational Skills
- Planning & Organizing
- People Skills
- Flexible Schedule
- Maintenance & Repair
- Team Management
- Supervision & Leadership
- Critical Thinking
- Training & Development
- Basic Math
- Friendly, Positive Attitude
- Computer Skills
- Customer Service
- Good Work Ethic
- Active Listening
- PPE Use
- Can Weld and Fabricate
- Very Good with Hand and Power Tools
- Very Hard Worker and take pride in my work

## EXPERIENCE

### 08/2022 to Current Agricultural Mechanic

Trinity Industries Inc – Bloomsburg, PA

- Installed and maintained irrigation systems using troubleshooting to diagnose and resolve problems.
- Repair Damaged Tractors that come in on skids from Korea
- Troubleshoot problems and communicate back Korea on solutions
- Assembly new Tractors
- Hydraulic Line Routing and Pressure Testing
- Wiring Problems Repairing and Tracing broken Wires
- Understood and followed oral and written directions.
- Planned and completed group projects, working smoothly with others.
- Communicated with clients during service calls for top-quality customer service.
- Completed simple and advanced repairs according to specifications for brakes, exhaust and electrical systems.

### 06/2021 to 07/2022 Mechanical Supervisor

Lennox Companies – Robinsonville, MS

- Trained and monitored employees to teach daily tasks and improve performance.
- Same Tasks as when I worked here before except I come back in as a Equipment Mechanic 2 instead of Equipment Mechanic 1

### 06/2019 to 05/2021 Maintenance Technician

Ciocca Dealerships – Pleasantville, NJ

- Inspected, operated or tested machinery or equipment to diagnose machine malfunctions.
- Changed HVAC filters and cleaned condensation drains to perform preventive maintenance on HVAC systems.
- Repaired machines, equipment or structures using tools or equipment.
- Worked on all Hydovac systems and Water blasters
- Worked in Mills on Outages to replace cleaning heads and pump packings as needed
- Used Hydrovac Truck to remove Slug and Green Liquor off Boiler Lines
- Disassembled appliances to diagnose problems and facilitate repairs.
- Operated hand and power tools to complete repairs.
- Adjusted devices or control instruments using hand tools, levels or straightedges.
- Ordered parts, supplies or equipment from catalogs or suppliers.
- Aligned and balanced new equipment after installation.
- Cleared clogged drains and replaced valves, faucets and fixtures.

### 12/2017 to 06/2019 Diesel Technician

The Town Of Vernon, Ct – Vernon, CT

- Worked on all Class A over the road Semi Trucks
- Rebuilt Engines, Transmissions, Rear ends
- Installed and adjusted Brakes, Kingpins, and Clutches
- Utilized vehicle computer electronics systems to interpret failure modes to initiate or assign repairs.
- Performed warranty service and filed all paperwork.
- Full Services on engines, Transmissions, Rear ends, and A/C Units
- Raised trucks, buses and heavy parts or equipment with hydraulic jacks or hoists.
- Removed malfunctioning parts and repaired components or installed new ones.
- Tested electronic computer components in automobiles to determine proper operation.
- Conferred with customers to obtain descriptions of vehicle problems and discuss repair requirements.
- Checked vehicle mileage and determined necessary belts, fluids flushing or gasket replacements.
- Performed troubleshooting and diagnostic procedures to locate source of malfunctions.

### 06/2015 to 09/2017 Mechanic

City Of Roanoke Rapids Public Works – City, STATE

- Monitored shop equipment to maintain safe working condition.
- Maintained garage safety protocols to meet regulatory and company expectations.
- Removed old oil, replace filters and added correct amount of new [Type] oil.
- Repaired, replaced and adjusted brakes.
- Maintained all City owned vehicles and equipment.
- Executed preventive and corrective maintenance on work trucks and other vehicles.
- Performed maintenance inspections, tune-ups, oil changes and other key services.
- Performed troubleshooting and diagnostic procedures to locate source of malfunctions.
- Trained and guided employees on correct methods for performing different repairs and maintenance services.
- Kept detailed records of repairs, labor involved and parts used.
- Conducted test drives before and after repair services.

## EDUCATION AND TRAINING

### 06/2015

High School Diploma

Halifax Academy - Roanoke Rapids, NC