




# Jessica Claire

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-  (555) 432-1000
-  100 Montgomery St. 10th Floor

## Skills

- Shipping and Receiving
- Forklift Operation
- Cleaning
- Order Picking and Processing
- Math
- Unloading Cargo
- Packaging
- Materials Handling and Transport
- Loading and unloading
- Safety and compliance
- Warehouse Logistics
- Order fulfillment
- Customer-oriented
- Stocking
- Recordkeeping strengths
- Exceptional time management skills
- First Aid/CPR
- Warehousing functions
- Guided tours
- Customer assistance
- Safety standards and protocols
- Safe driver
- Team Player
- Heavy equipment operations
- Lifts 100+ pounds
- General laborer

## Education

Teterboro School Of Aeronautics  
Teterboro, NJ • 02/2021

**A&P:** Aviation

- Awarded [Award Name]4 Attendance Award
- Graduated with a cumulative Average of 89.23

J. Christian Bolwage Academy Of Finance  
Elizabeth, NJ • 06/2018

**High School Diploma**

- Minored in finance and tax management

## Professional Summary

Reliable hard working professional offering 2+ years of experience managing shipping, receiving and inventory operations. Excellent record of success in inventory audits and product staging. Dedicated to accurate record-keeping, work site safety and timely issue resolution. Detail-oriented Stock Clerk with more than 2 years of experience ensuring proper handling of wide range of products, including frozen and perishable products. Skilled in merchandise receipt, unloading and unpacking functions, ensuring proper coding and stocking of shelves. Strongly committed to enhancing customer experience. Team-oriented Warehouse professional accustomed to streamlining shipping and receiving processes to increase overall efficiency. Industrious and dedicated with talents in forklift operation and electric pallet jack operation. Energetic individual equipped to work hard in fast-paced, constantly changing environments. General worker with experience performing variety of technical and manual tasks. Maintains cleanliness of work area and counts materials, merchandise and supplies in stock. Experienced in training new employees on responsibilities and company work ethics. Background in general maintenance, light construction, repair and custodial work.

## Work History

**Bj's Wholesale Club, Inc. - Aviation Maintenance Technician in Training**  
*Commack, NY • 05/2019 - 02/2021*

- Calculated aircraft weight and balance, performance and fuel requirements.
- Tested, inspected, adjusted, repaired and installed avionics equipment including navigation, radio and radar systems.
- Maintained orderly and safe work environment by enforcing tool control and FOD awareness, prevention and safety at all times.
- Completed preventative and reparative maintenance on aircraft electronics and computer systems.
- Removed and installed aircraft subsystem assemblies such as engines, rotors, gearboxes, transmissions and mechanical flight controls.
- Completed all paperwork requirements for each task, including recording maintenance actions in aircraft logbooks.
- Overhauled-turbine engine
- Overhauled-reciprocating engine
- Inspected-electrical distribution system, electrical power systems, position and warning systems, communication & navigation systems, and instrument systems
- Overhauled-aircraft landing gear and aircraft hydraulic power systems
- Performed- ice and rain control systems inspection, cabin atmosphere control systems inspection, aircraft pneumatic power systems inspection.
- Performed-composites, sheet metal structures such as trim tabs, and welding.
- Performed inspections on- propeller blades, assembly and rigging, aircraft finishes, aircraft covering, and wood structures.
- Inspected-reciprocating engines and turbine engines.
- Familiarized and inspected- aircraft fuels & fuel systems, fuel metering systems, and fire protection.
- Proficient in basic electricity, basic physics, and mathematics
- Major understanding with- mechanic privileges and limitations, aircraft drawings, maintenance publications, maintenance forms and records, inspections, hardware and materials, fluid lines and fittings, and cleaning and corrosion.
- Made fluid lines, fittings, and tubing

**BJ's Wholesale Club Inc. - Recovery Clerk**  
*City, STATE • 03/2019 - 03/2020*

- Maintained and repaired facilities, equipment and tools to achieve operational readiness, safety and cleanliness.
- Alternated goods in inventory by observing first-in/first-out approach to keep shelves organized and properly stocked.
- Used hand-held devices and computers to record and monitor inventory levels and completed audits to uncover and address inaccuracies.
- Loaded, unloaded and moved material to and from storage and production areas.
- Processed incoming shipments upon package receipt by scanning boxes and envelopes and using Software to update system.
- Transferred inventory to and from target destinations using forklifts and other transportation vehicles.
- Consistently lifted materials weighing as much as 70 pounds.
- Effectively operated pallet jacks and material moving equipment to receive and transport items from various locations in store.
- Identified inadequate materials and faulty equipment and brought to supervisors' attention.
- Kept warehouse stations and equipment in good working order in line with OSHA requirements.
- Wrapped pallets in shrink wrap prior to loading.
- Inspected work areas for cleanliness and obstacles and removed cartons and boxes to keep work areas organized and hazard-free.
- Used forklifts and pallet jacks to relocate products.
- Operated company vehicles and heavy equipment with focus on safety and risk management.
- Completed daily cycle counts and quarterly inventories and resolved variances to maintain data accuracy.
- Manually transported warehouse materials weighing up to 70 pounds and maintained stamina while standing, sitting, bending and walking for extended periods of time.
- Performed general housekeeping and cleaning tasks, including, sweeping and removing empty pallets.
- Readied product pallets for optimal storage and shipment, carefully organizing boxes and balancing weight.

**City Of Elizabeth Nj - City Hall - Park Counselor**  
*City, STATE • 06/2017 - 08/2017*

- Administered first aid to visitors suffering from falls and minor injuries and contacted paramedics for hospital transport in serious cases.
- Trained new park rangers and team members in all operations and policies while offering mentorship and assistance with duties.
- Led search and rescue teams to locate stranded visitors immediately to promote positive outcomes.
- Guided tours for park visitors with focus on informative and safe visits.
- Patrolled all areas by foot and vehicle to assess park conditions and notified maintenance department regarding trash and debris.
- Enforced laws and regulations within parks for campgrounds, trails, nature preserves and roadways.
- Interacted pleasantly with visitors and promoted park rules, regulations and safety measures to educate and inform.

**City Of Elizabeth Nj - City Hall - Park Counselor**  
*City, STATE • 06/2016 - 08/2016*

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