

Jessica Claire

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PROFESSIONAL SUMMARY

Seasoned aviation maintenance supervisor, bringing demonstrated safety management and performance optimization skills gained during experience in high stress and fast-paced settings. Deliver in-depth training and mentoring to help each improve abilities and advance work quality. Dependable, hardworking and level-headed in addressing diverse problems.

ACCOMPLISHMENTS

- Supervised team of 10-60 staff members.
- Used Microsoft Excel to develop inventory tracking spreadsheets.
- Resolved product issue through consumer testing.

SKILLS

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| • Knowledge of aircraft hardware and materials and processes. | • Project Management |
| • Military maintenance requirements | • Inventory oversight |
| • Basic print reading skills and layout skills | • Strategic planning |
| • Strong communication | • Staff Management |
| • Teambuilding | • Training and mentoring |
| • Customer service | • Multitasking and Prioritization |
| • Critical thinking | • Project Tracking |
| • Microsoft Office | • Attention to Detail |
| • Planning and Coordination | • Data Verification |
| • Adaptability | • Decision Making |
| • Flexible & Adaptable | • Self-Starter |
| • Maintenance & Repair | • Data Compilation |
| • Data management | • Records Management |
| • Collaboration | • Microsoft Excel |
| • Quality assurance controls | • Ability to catch errors |
| • Incidents management | • Accurate |
| • Continuous improvements | • Excellent grammar |
| • Priority management | • Good telephone etiquette |
| • Team Building | • MS Office |

WORK HISTORY

AVIATION MACHINIST'S MATE 11/2006 to CURRENT

Bluechip Pros | Toledo, OH

- Disassembled, repaired and replaced components in aircraft's body or engine.
- Performed ground checks and assisted functional check pilots with in-flight functional check procedures.
- Used technical data to diagnose and solve maintenance problems on aircraft systems.
- Performed aircraft structural repairs as related to sheet metal and composite structures.
- Assisted with aircraft and equipment transport and movement.
- Completed average of thirty work orders each day.
- Maintained orderly and safe work environment by enforcing tool control and FOD awareness, prevention and safety at all times.
- Removed and installed aircraft subsystem assemblies such as engines, rotors, gearboxes, transmissions and mechanical flight controls.
- Documented all inspection and maintenance actions in aircraft forms, IMDS and FERMS.
- Provided for servicing, maintenance and protection of aircraft while away from home station.
- Coordinated and distributed exposure and contamination control procedures.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.

SUPERVISOR 11/2006 to CURRENT

Kaiser Permanente | Woodland Hills, CA

- Maintained clean and well-organized production areas to avoid violations or unnecessary work delays due to hazards or inefficient layouts.
- Developed training, task and process guidelines and communicated clear and concise directions to employees.
- Worked with management team to implement proper division of responsibilities.
- Directed staff and managed annual capital budget.
- Applied strong leadership talents and problem-solving skills to maintain team efficiency and organize workflows.
- Created successful work schedules for each team member to maintain deadlines and fully staff shifts.
- Monitored workshop work flow for over 50 employees.
- Evaluated employee performance and coached and trained to improve weak areas.
- Maintained compliance with company policies, objectives and communication goals.
- Analyzed equipment breakdowns using various troubleshooting methods.
- Supported safety officer to enforce regulations, laws and established policies throughout operational stages.
- Set overall vision and provided team leadership.
- Performed annual evaluations and reviews for large staff of employees.
- Identified individual employee's unique work styles and adapted management methods.
- Mentored newly hired employees on operating equipment and safety and developed training manual to use for reference.

PSYCHOSOMNOGRAPHIC TECHNOLOGIST 08/2004 to 12/2005

Sleep Studies, LLC | City, STATE

- Explained study procedures, findings and diagnoses to patients to promote understanding of disorders and recommended treatments.
- Documented routine observations to facilitate scoring and interpretation of polysomnographic results.
- Followed "lights on" procedures to verify integrity of collected data.
- Prepared detailed reports of findings and offered insights to aid in diagnosis of disorders.
- Studied polysomnograms to recognize abnormal respiratory patterns and arrhythmias.
- Applied electrodes and sensors to 2 patients per night.
- Operated closed-circuit television cameras to record patient sleep activities and observe patient during tests.
- Operated polysomnography equipment to record electrical activity of brain waves and other physiological variables.
- Selected and calibrated appropriate equipment for testing to make adjustments and verify proper functioning.
- Gathered, documented and tracked test results for physician interpretation.
- Summarized technical data to assist physicians to diagnose brain, sleep or nervous system disorders.
- Attached electrodes to patients using adhesives.
- Helped to complete procedures such as EEGs, PSGs and NCSs.
- Monitored patients during tests or surgeries using electroencephalographs (EEG), evoked potential (EP) instruments or video recording equipment.

EDUCATION

Bachelor of Science | Computational Science
University of Maryland - University College, Hyattsville, MD

ADDITIONAL INFORMATION

I work efficiently and accurately in any situation and adapt to my current settings and situations to successfully accomplish my goals. I am a critical thinker with a creative mind who is very observant and meticulous.