

# JESSICA CLAIRE

100 Montgomery St. 10th Floor • (555) 432-1000 • resumesample@example.com

## Professional Summary

Industrious Aircraft Maintenance professional with 5 years of aviation experience. Well-versed in planning, coordinating and executing preventive and unscheduled maintenance on diverse aircraft models. Skilled Aircraft Mechanic knowledgeable in all areas of E-2D aircraft. Adept at performing in-process and final aircraft inspections with commitment to unfailing accuracy and safety. Reliable employee seeking administrative position. Offering excellent communication and good judgment. Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level admin position. Ready to help team achieve company goals. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Talented security professional skilled at conducting building patrols, securing entrances and exits and keeping visitors under constant surveillance. Skilled in writing reports, updating records and handling simultaneous tasks in fast-paced settings. Defensive security personnel with in-depth knowledge of law and order. Consistently works flexible hours in extreme weather conditions. Talented at keeping personnel, building and equipment secure. Safety-minded Master-At-Arms with experience working on ships and boats in numerous locations. Expert navigator reading instruments and following instructions for successful operation as commanded.

## Skills

- Knowledge of aircraft hardware and materials and processes.
- Basic print reading skills and layout skills
- Strong communication
- Military maintenance requirements
- Critical Thinking
- Excellent Communication
- Analytical and Critical Thinking
- Flexible and Adaptable
- Clerical Support
- Active Listening
- Data Entry
- Training and Development
- Google Workspace
- Dependable and Responsible
- Self-Motivated

## Work History

### Aviation Maintenance Administrationman, 06/2020 to Current

#### Department Of The Air Force – Fort Meade, MD

- Assisted with aircraft and equipment transport and movement.
- Documented all inspection and maintenance actions in aircraft forms, IMDS and FERMS.
- Monitored parts department and placed orders for maintenance supplies on consistent basis.
- Provided for servicing, maintenance and protection of aircraft while away from home station.
- Recorded maintenance actions in aircraft logbooks.
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
- Conducted research, gathered information from multiple sources and presented results.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Recorded maintenance actions in aircraft logbooks

### Security Forces, 07/2018 to 06/2020

#### Navy – City, STATE

- Maneuvered communications vehicles, intrusion detection equipment and other special-purpose equipment to facilitate operations.
- Led, managed and performed force protection duties to protect personnel and resources.
- Apprehended and detained suspects, searched persons and property and conducted interviews to gather evidence.
- Protected nuclear and conventional weapons systems utilizing Master-At-Arms and Security Reaction Force- Advanced skills.
- Maintained confidentiality of special reports and collected data.
- Patrolled grounds to monitor status and safety of premises.
- Reviewed log records to obtain pertinent information relevant to shift.
- Remained calm and alert especially during emergency situations to maintain order and confidence in authority.
- Warned offenders about rule infractions and violations and verbally evicted violators from premises.
- Inspected suspicious activities and monitored premises for criminal acts and rule infractions.
- Wrote detailed reports on property damage, theft, presence of unauthorized persons and unusual incidences.
- Protected facility and property guests by regularly circulating premises and monitoring surveillance feeds.
- Screened individuals and prevented passage of prohibited articles into restricted areas.
- Mastered night and day combat techniques to protect against nuclear, biological and chemical weapons attacks.
- Supported USS. Harry S Truman combat operations by employing ground weaponry such as M-9 and M240.
- Set up M14 weapons, command and control systems to contribute to successful antiterrorism operations.
- Operated and maintained serialized assets, weapons, machine guns, naval guns and artillery.
- Maintained fire capability charts and friendly and enemy situation maps
- Proved successful working within tight deadlines and fast-paced atmosphere.

### Yeoman Assistant, 07/2018 to 06/2020

#### Navy – City, STATE

- Handled 25 calls per day to address customer inquiries and concerns.
- Actively listened to customers, handled concerns quickly and escalated major issues to supervisor.
- Exceeded goals through effective task prioritization and great work ethic.
- Maintained excellent attendance record, consistently arriving to work on time.
- Maintained energy and enthusiasm in fast-paced environment.
- Learned new skills and applied to daily tasks to improve efficiency and productivity.
- Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Resolved conflicts and negotiated mutually beneficial agreements between parties.
- Used Microsoft Word and other software tools to create documents and other communications.
- Developed and implemented performance improvement strategies and plans to promote continuous improvement.
- Created plans and communicated deadlines to complete projects on time.
- Carried out day-to-day duties accurately and efficiently.
- Worked with customers to understand needs and provide excellent service.
- Demonstrated respect, friendliness and willingness to help wherever needed.

## Education

### No Degree: Nursing, 06/2025

#### Tidewater Community College - Norfolk, VA

### High School Diploma: 06/2016

#### Bethel High School - Spanaway, WA

## Accomplishments

- Used Microsoft Excel to develop inventory tracking spreadsheets.
- Resolved product issue through consumer testing.
- Documented and resolved error with personnel and their pay which led to corrected pay output.
- Achieved successful M-11 command inspection by ensuring all required forms and qualifications with accuracy and efficiency.

## Certifications

- Master at Arms A school Training - 2018
- Security Reaction Force- Advanced - February 2019
- Aviation Maintenance Administrationman Training - 2020