

Jessica Claire

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SUMMARY

Solutions-focused, versatile management professional offering a comprehensive background supporting U.S. Military in roles of increasing responsibility during a 22-year career in the US Air Force. Effective communicator who quickly masters new roles and technologies to achieve positive results. Possess Secret Security Clearance.

HIGHLIGHTS

• Effective team leader

• Critical thinking skills

• Strong verbal communication

• Microsoft Office

• Firefighter/EMT

• Customer Service

• Problem Solver

• Data management

EXPERIENCE

AVIATION MANAGEMENT

10/2014 to CURRENT

Nana Regional Corporation | Kenai, AK

• Managed 7 thousand aircrew ground and training events in database ensuring 100% accuracy.

• Created monthly reports for records, closed terminated records and completed chart audits.

• Determined 120 customer needs and filled out proper documents for military travel.

• Supervised 7 Aviation Managers tracking certifications, training and scheduling work loads.

• Created daily flying schedule and assigned crews to aircraft and missions

AVIATION MANAGER

10/2004 to 10/2014

36 Rescue Flight | City, STATE

• Managed drug testing program for 60 employees enforcing DOD policies and regulations.

• Scheduled and planned 45 rotary wing missions, carried 480 passengers and 10 tons of equipment on time.

• Team leader on 3 medical humanitarian operations providing \$95,000 of supplies to natural disaster victims.

• Analyzed 1,512 flying hours and audited database ensuring zero discrepancies.

• Piloted aircrew shuttle van for 3 years delivering aircrew to multiple aircraft on active airfield. Zero accidents and ground mishaps.

• Supervised Operations desk monitoring multiple aircraft and radio frequencies including FM, UHF and VHF. Coordinated all crew and aircraft needs.

CERTIFICATIONS

• Nationally Registered Emergency Medical Technician (EMT)

• Massage Therapist

• Firefighter

EDUCATION

Certification | Emergency Medicine

2013

North Idaho College, Post Falls, ID

• Nationally Registered EMT

• Completed 240 hour Course and 50 HR Patient Contact

National Certified | Massage Therapy

2012

Carrington College, Spokane Valley, WA

• 40 WK Course Completed

• GPA 3.8

Associate of Applied Science | Aviation Manager

2000

Community College Of the Air Force, Gunter, Alabama