

# JESSICA CLAIRE

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📍 100 Montgomery St. 10th Floor

## SKILLS

- Grading experience
- Expert in [Equipment]
- Materials transportation
- Construction quality standards
- Pre-operational equipment inspections
- Team collaboration
- Safe equipment operation
- Daily vehicle assessments
- Heavy equipment operator

## EDUCATION AND TRAINING

Nashville Auto Diesel College  
Nashville , TN  
Diesel Mechanics

## SUMMARY

Alert Equipment Operator with experience inspecting and maintaining equipment to manufacturers' specifications. Troubleshoots mechanical issues quickly and efficiently and finds solutions to difficult technical problems. Maintains safe working conditions and adheres to OSHA regulations. Seasoned Equipment Operator with a 1 year of experience specializing in mechanic work. Successful at reading and following plans, operating various equipment and using tools to complete required tasks. Versatile, flexible and hardworking with history supporting teammates and receiving praise for jobs completed properly.

## EXPERIENCE

### Waste Management - Agricultural Equipment Operators East Peoria, IL • 09/2020 - 08/2021

- Checked equipment for defects before and after shift and submitted report indicating equipment condition.
- Used equipment such as Tractors and Cotten Pickers to complete jobs quickly and correctly.
- Kept equipment fueled and ready for immediate use to support scheduling demands.
- Learned about new equipment and related attachments while maintaining knowledge of items used daily to meet job requirements.
- Inspected and repaired equipment to maintain durability and optimal performance.
- Performed grading of site land and smoothed surfaces as part of projects or finish work.
- Maintained machinery by repairing and replacing broken and malfunctioning components.
- Removed tools and machinery from job site and secured location at end of shift.
- Relocated vehicles by driving to and from work sites and maintained clean driving record.
- Transported equipment while safely operating farm machinery on job sites.
- Performed pre-shift and post-shift equipment inspections and accurately completed reports to support company policy.
- Transported materials around construction sites to work locations.

### Waste Management - Class a CDL Truck Driver Elizabethtown, PA • 03/2021 - 07/2021

- Performed pre- and post-trip vehicle inspections using knowledge of safe and effective loading and handling procedures in coordination with company checklist.
- Maneuvered equipment expertly and safely in areas with obstacles and limited space without injury or damage to equipment or products.
- Delivered and unloaded products at designated location at customer site using tractor-trailers, ramps, lift gates, pallet jacks and load bars.
- Navigated and planned each route with up-to-date GPS support, accounting for weather or construction issues, to prevent costly and avoidable delays.
- Drove commercial vehicles over-the-road across 48 states and mastered state, local and federal traffic laws and regulations, resulting in safe on-time deliveries and satisfied customers.
- Verified customer orders arrived on time and in top-quality condition, corresponded precisely to initial order and met with complete customer satisfaction.
- Reviewed paperwork for completeness and accuracy, checked orders for correct number of boxes and corrected addresses and support documentation.
- Addressed and resolved customer concerns, problems and questions professionally and courteously and developed positive long-range working relationships with repeat customers.
- Maintained telephone and radio contact with supervisor to receive delivery instructions.
- Communicated Immediately with manager regarding accidents involving equipment damage or on-the-job injuries and completed proper forms promptly.

### Usa Truck Inc - Class a CDL Truck Driver City, STATE • 06/2019 - 08/2019

- Performed pre- and post-trip vehicle inspections using knowledge of safe and effective loading and handling procedures in coordination with company checklist.
- Maneuvered equipment expertly and safely in areas with obstacles and limited space without injury or damage to equipment or products.
- Delivered and unloaded products at designated location at customer site using tractor-trailers, ramps, lift gates, pallet jacks and load bars.
- Navigated and planned each route with up-to-date GPS support, accounting for weather or construction issues, to prevent costly and avoidable delays.
- Drove commercial vehicles over-the-road across 48 states and mastered state, local and federal traffic laws and regulations, resulting in safe on-time deliveries and satisfied customers.
- Verified customer orders arrived on time and in top-quality condition, corresponded precisely to initial order and met with complete customer satisfaction.
- Reviewed paperwork for completeness and accuracy, checked orders for correct number of boxes and corrected addresses and support documentation.
- Demonstrated safe driving by observing road rules, exercising caution in unfamiliar areas and maintaining vehicle control.
- Maintained telephone and radio contact with supervisor to receive delivery instructions.