

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

I am a motivated individual who wants to succeed in life. To me an education is very important and is something that I always wanted to pursue in my life. This was one of my biggest reasons for joining the Navy. As soon as the Navy authorized my education benefits I started taking classes. After earning my Bachelors degree I thought I was satisfied. Then I found out that I could get an MBA with a concentration in cyber security from UT Tyler, and then I knew I had a new educational goal to pursue.

SKILLS

- Operating Aircraft
- Detailed Instruction
- Safety Practices
- Aircraft Electrical Systems
- Lighting Control System
- Peer Mentoring
- Strong Communication
- Aircraft Repair and Maintenance
- Engineering Schematics
- Microsoft Excel
- Project Deadlines
- Staff Supervision

WORK HISTORY

Aviation Electrician's Mate, 11/2017 - Current

Amentum – Fort George G Meade, MD

- Assembled aircraft cannon plugs, ground points and splice points to enhance aircraft safety.
- Maintained aircraft electrical and electronic emergency systems to support aircraft startup and as emergency source of power in event of generation or distribution system failure.
- Implemented master caution advisory system components to draw attention of crew in critical situations.
- Performed special inspections for upkeep of aircraft wiring harness system components to optimize aircraft maintenance efficiencies through insights.
- Directed incoming and outgoing aircraft near terminal areas using light signals and guiding signs.
- Completed maintenance of lighting system components to support illumination for exterior and interior use.
- Executed preventive maintenance for landing gear electrical and electronic components to comply with schedule and specifications.
- Rectified airframe electrical and electronic systems issues using Troubleshooting.
- Performed aircraft maintenance for scheduled preventive actions and unscheduled requirements.
- Maintained orderly and safe work environment by enforcing tool control and FOD awareness, prevention and safety at all times.
- Recorded maintenance actions in aircraft logbooks.
- Performed aircraft corrosion control procedures.
- Operated power tools, gauges and testing equipment to adjust, repair and replace faulty components in aircrafts.
- Maintained all aircraft in accordance with organizational maintenance requirements.
- Maintained repair logs to document all corrective and preventive aircraft maintenance.
- Operated support equipment and flight line vehicles.
- Conducted and oversaw safety protocols and flight line foreign object prevention walks.
- Analyzed engineering drawings and schematics to troubleshoot systems and diagnose solutions.
- Completed preventive and reparative maintenance on aircraft electronics and computer systems.
- Obtained fuel and oil samples to check for contamination.
- Trained 13 new employees according to company standards.
- Achieved F/A-18 Low Power Turn Operator licensing.
- Conduct safety training on thermal runaway procedures.

Plane Captain, 11/2017 - Current

Coretelligent, Llc – Chicago, IL

- Directed incoming and outgoing aircraft near terminal areas using light signals and guiding signs.
- Performed fueling operations using gravity fill and closed circuit refueling methods.
- Serviced aircraft fuel, oil, air, hydraulic and other systems to prepare flights for takeoff.
- Completed careful pre-flight checks and post-flight briefings to maintain safety standards.
- Performed accurate calculations of plane loads and fuel needs.
- Maintained compliance with Naval instruction, FAA regulation requirements for every flight.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Worked flexible hours; night, weekend, and holiday shifts.
- Maintained energy and enthusiasm in fast-paced environment.
- Carried out day-day-duty accurately and efficiently.
- Work Center 310 supervisor, in charge of 15 sailors.
- Supervise IMRL tool program
- Supervise the qualification training of junior sailors, optimizing command efficiency by 13%.

Logistics Specialist, 11/2017 - Current

United States Navy, VFA-37 – City, STATE

- Coordinated incoming and outgoing shipments to maintain schedules.
- Tracked supply, equipment and product inventory quantities to maintain necessary levels.
- Issued timely and accurate responses to both internal and external inquiries.
- Tracked and managed transfer paperwork such as packing lists.
- Managed and tracked package transfers such as bills of lading, delivery receipts, packing lists and load tags.
- Provided customers with status updates for tracked packages.
- Oversaw every phase of supply chain, from purchase order to delivery to invoicing, targeting 100% end-user satisfaction.

EDUCATION

Bachelor of Arts: Strategic Intelligence, 08/2022

American Military University - Charles Town, WV

- 3.2345 GPA