

Jessica Claire

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SUMMARY • Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

SKILLS • Client/Stakeholder Customer Service • Problem-Solving • Dependable and Responsible • Verbal and Written Communication • Documentation and Recordkeeping • Time Management • Calm Under Pressure • Material handling • Equipment Inspection • Vehicle Equipment Operation • Safe Driving Techniques • GPS Navigational Systems and Road Maps • Clean Driving Record • Inclement Weather Tolerance

EXPERIENCE • **AIR RAMP PERSON** 12/2015 to CURRENT

Samuel Roberts Noble Foundation | Ardmore, OK

- As Night Air Ramp Safety Committee Co-chair strived to have air ramp team work efficiently and in compliance with airline, facility, and safety policies.
- Interact with other team members, pilots, mechanics, flight ops, fuelers, etc. in a professional manner.
- Perform pre & post operational checks on all vehicles, ground equipment personally utilized during the load or unload operation.
- Report any damage, inoperability to supervisor immediately; resultant added to night operation Equipment Condition Report.
- Complete and place equipment repair red tags on severely damaged ground equipment immediately and remove from air ramp or staging area.
- Mentally alert and aware of surroundings due to multiple moving or stationary hazards on aircraft ramp or airport service roads.
- Monitored team performance and developed improvement plans.
- Operated conveyor belt loaders, aircraft cargo tractors and vintage Safety Operations package car [step van] daily.
- Loaded and unloaded packages and other cargo inside load devices transporting to and from aircraft.
- Drive cargo tractor to transport package load devices to and from staging lots or air ramp gates.
- As a uniformed driver helper assisted two package car drivers during a single shift deliver or pick up customer packages while maintaining a level of professionalism.

AGRICULTURAL TECHNICIAN

03/2012 to 12/2020

State Of CA Food & Agriculture AHB EMMP | City, STATE

- Representative agent of California's Equine Medication Monitoring Program [Exhibitor Horse Drugging] selected, collected testing specimens for determining equestrian's compliance with state law regards administering medications/drugs to equine competing in state sanctioned events.
- Worked independently on testing assignments unless test procedure required a veterinarian be present.
- Practiced defensive driving techniques while utilizing personal vehicle on official State of California business.
- Travelled round trip to testing assignments in inclement weather, routinely covered an area from as far north as Bishop; south near Rancho Bernardo; east near California state line and west included most of LA County.
- Extensive contact with equine exhibitors/stakeholders and general public answering questions about the testing procedure.
- Dealt with irate exhibitors, event managers over their responsibilities in regard to the testing procedure [selection process] etc.
- Responsible for coordinating with event manager the location and test site conditions.
- Reviewed stakeholder's completed legal paperwork for legibility, accuracy and recorded necessary testing notes as needed.
- Collected laboratory samples for analysis, utilizing proper storage and disposal protocols.
- Responsible for the proper legal chain of custody of samples from collection to shipment to State of CA diagnostic lab.
- Provided relevant detailed testing process information used in legal affidavit for State of CA lawyers if exhibitor contests positive test results.

ELECTRICAL/MECHANICAL TESTING TECHNICIAN II

01/1990 to 01/2012

State Of California Department Of Water Resources | City, STATE

- Travelled throughout the State Water Project collaborating with team members lending electrical testing expertise to meet established preventive maintenance goals.
- Performed high voltage insulation testing on large vertical rotating machinery and high voltage equipment associated with State Water Project pumping and generation stations.
- Assisted team members to maintain centralized statewide maintenance database on all equipment directly associated to our departmental mission.
- Collaborated with project field engineers to implement special operating procedures and resolve plant system malfunctions.
- Collaborated with project protection field engineers to implement test, adjust, calibrate and repair plant protective relays.
- Conducted infrared surveys of electrical equipment installed in project pumping and generation stations.
- Installed soldered parts and hardware into motor or generator termination cabinets and assemblies based on product schematics or technical diagrams.
- Soldered parts and hardware into housings and assemblies based on product schematics or technical diagrams.
- Generated reports, maintained logs to immortalize testing, repairs or other maintenance procedures completed.
- Communicated with manufacturers to purchase equipment and testing materials utilized by mechanical and or electrical test sections.
- Communicated with manufacturers for the return of testing equipment for repairs and firmware upgrades.
- Responsible for maintaining all testing equipment and supplies utilized by electrical and mechanical test sections including an inventory.
- Responsible for maintaining, surplusing and purchasing all testing vehicles utilized by all branch testing personnel.
- Performed duties as a liaison between facility management and our branch concerning building maintenance.
- Operated fully self-contained testing vehicle throughout the State of California on many different highway/interstate routes.
- Drove a wide variety of maintenance vehicles ranging from under 8500 to over 33000 GVWR; equipped with manual or automatic transmissions.
- Used departmental maps when necessary to find safest way to access equipment to be tested in remote locations.

EDUCATION AND TRAINING • **DIR Certificate of Completion of Apprenticeship** | Hydroelectric Plant Electrician 11/1994

State of CA. Dept. of Water Resources , Bakersfield, CA

- 4.0 GPA

Trade School Diploma

01/1985

Golden State , San Bernardino, CA

- 4.0 GPA

High School Diploma

06/1979

Eisenhower Senior High School, Rialto, CA

- Graduated with honors

• Retired From The State Of California

ADDITIONAL INFORMATION •

- E.P.A. 608 Universal Technician

CERTIFICATIONS •