


JESSICA CLAIRE

 resumesample@example.com

 (555) 432-1000

 100 Montgomery St. 10th Floor

SKILLS

- Team management
- Organizational skills
- Proposal development
- Friendly, positive attitude

EDUCATION AND TRAINING

Busoga College Mwiri
Uganda • 12/2021

High School Diploma

Makerere University
Uganda • 10/2006

Bachelor of Science

SUMMARY

Multitask effectively in high-pressure environments by leveraging organizational, prioritization and problem-solving skills to stay on top of dynamic demands. Familiar with basic and advanced maintenance and repair techniques for fire fighting equipment.

Committed and well-trained ABH# offering 4 years of service with U.S. Navy. Experienced in coordinating smooth and safe launches and landings of aircraft such as Helos and F/18s. Diligently maintain equipment and gear to support efficient operations.

Dedicated employee with strengths in customer service, sales and promotion strategies. Successful in teaching junior employees how to maximize performance.

Motivated energy officer displaying exemplary skills in construction project engineering design and implementations. Successful at recommending modifications to existing structures to promote energy savings. Seek to bring abilities to new position with mission-focused organization employing sustainable practices and promoting sustainability to customers.

EXPERIENCE

Northwest Farm Credit Services - Aviation Boatswain's Mates, Aircraft Handling (ABH)
Pendleton, OR • 09/2017 - Current

- Prepared for underway operations by repairing, maintaining and stowing equipment.
- Trained and supervised personnel handling shipboard maintenance functions.
- Responded to onboard operational and medical emergencies with calm, level-headed approach.
- Coordinated landing signals for helicopters on Aircraft Carriers.
- Worked on deck in various weather situations and under stressful conditions to maintain personnel safety and direct aircraft movements.
- Conducted on-the-ground training, evaluated results and scored trainees in performance.
- Collected, recorded and disseminated mission-critical information.
- Maintained and placed visual landing aids to assist pilots with safe and efficient landings.

Uganda National Bureau Of Standards - Legal Metrologist
City, STATE • 01/2015 - 12/2016

- Removed damaged and defective stock products, communicating discrepancies or shortages to supervisor.
- Weighed or measured materials, equipment or products using volume meters, scales, rules, or calipers.
- Compared samples to standards and specifications by performing detailed measurements and tests.
- Generated detailed reports outlining inspection and testing results.
- Trained and mentored new employees to maximize satisfaction and performance.
- Documented test result data and value of materials to maintain shipping, receiving and production records.
- Collected product samples to prepare for laboratory analysis and testing.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.
- Prioritized and organized tasks to efficiently accomplish service goals.

SolarNow Uganda Limited - Energy Officer
City, STATE • 01/2011 - 12/2014

- Educated homeowners on benefits of solar energy such as potential savings, lowered environmental impacts and likely increases in home value.
- Developed expertise in renewable energy and smart home products to better serve customers' needs and promote products.
- Inspected customers' homes and businesses to develop detailed solar installation quotes.
- Talked with customers about benefits of solar power in comparison with traditional power services.
- Calculated solar resources and array production according to climate, site shading and roof orientation.
- Attended product training, workshops and conferences to maintain current understanding of industry trends and advancements.
- Selected solar energy products, systems and services according to electrical energy requirements, site conditions, price and other factors.
- Conducted engineering site audits to collect structural, electrical and related site information toward designing residential or commercial solar power systems.
- Provided design and planning for solar energy projects and recommended modifications for existing systems based on changing technologies and consumer demands.
- Reviewed specifications, recommending engineering and manufacturing changes to achieve solar design objectives.
- Promoted methods emphasizing energy management in all solar power system designs.
- Installed conduit, wire and motor controls.
- Directed electricians on installation, maintenance and repair on electrical wiring and equipment.
- Assessed, tested and operated variety of electrical components and systems.

Equity Bank Limited - Credit Officer
City, STATE • 02/2006 - 12/2010

- Collected and checked borrower income, credit history and employment information.
- Recommended approval or disapproval of different loan types based on established criteria.
- Prepared and submitted loan applications to underwriters.
- Followed banking requirements and government lending regulations.
- Analyzed and prepared existing borrower reports and reviews to track repayments and compliance with loan agreements.
- Led, structured and negotiated complex credit transactions and documentation to mitigate risk.
- Examined collateral to establish market value and assessed repayment capacity using secondary revenue sources before loan approval.
- Trained rookie credit staff in application processing, credit analysis and loan disbursement to detect and curb fraud.
- Assessed property appraisals, title histories and insurance information.
- Communicated with applicants' former employers and references to confirm employment history and other required information.
- Conducted investigations and in-depth evaluations of customers for creditworthiness and potential risk factors.
- Collected debt information about clients by contacting banks, credit services and credit bureaus to determine meeting financial obligations.
- Double-checked account and application information provided by clients to assist in making accurate credit decisions.
- Reviewed accounts for signs of fraud and non-payment issues.
- Submitted delinquent accounts to collections department or outside resources.
- Contacted customers to notify of delinquent payments and resolve.

LANGUAGES

English:	Swahili:
Negotiated:	Negotiated:
French:	
Negotiated:	

ACCOMPLISHMENTS

- Promoted from E3 to E4, in less than 15-months
- Consistently maintained high customer satisfaction ratings.
- Led team to achieve quality solar installation, earning recognition from upper management and financial reward.
- Exceeded sales goals by an average of 50% in 2 years

ACTIVITIES AND HONORS

- Member, Alumni Association
- Member, Small Business Association (2008 - present)