

JESSICA CLAIRE

✉ resumesample@example.com

☎ (555) 432-1000

📍 100 Montgomery St. 10th
Floor

SKILLS

- Routine Inspections
- Work Planning and Prioritization
- Pneumatic Systems
- Process Management
- Mechanical Test Equipment
- Equipment Maintenance
- Supervision and Mentoring
- Creative Solutions
- Active Learning
- Technical Documentation
- Issue Analysis
- Hardware and Software Integration

EDUCATION

**American Public University
System**

Charles Town, WV • 10/2020

Associate of Arts: General Studies

- 3.77 GPA

CERTIFICATIONS

- Collateral Duty Inspector, US NAVY - October, 2019
- Open Water Diver - July, 2018
- Navigation License - March, 2009

PROFESSIONAL SUMMARY

Knowledgeable technician with five (5) years of military experience, excellent communication skills, and confident leading an array of responsibilities. Technical problem-solver with demonstrated skills focused to plan, develop and set-up equipment to establish and maintain standards. Detail-oriented with exceptional efficiency in high-pressure situations, combined with superior work ethic and commitment to achieve team goals.

WORK HISTORY

Sprouts Farmers Market - Aviation Boatswain's Mate, Equipment

Westminster, CO • 04/2017 - Current

- Examined lifesaving equipment to repair or replace defective gear and equipment.
- Determined equipment operational status on the ship.
- Supervised and coordinated activities of crew aboard ship.
- Inspected equipment, completed basic repairs and adhered to preventive maintenance schedules to keep equipment safe and functional.
- Identified changing conditions or potential issues and implement corrective actions.
- Operated hydraulic and mechanical equipment for launching aircraft safely and efficiently.
- Generated reports covering details about equipment data, system operation and error monitoring.
- Performed troubleshooting of system performance and proposed solutions to discover weaknesses.
- Developed maintenance schedule for various systems to prevent unnecessary downtime or avoidable interruptions.
- Performed tests of functionality, security and performance of different workstations and devices.
- Performed preventive maintenance and troubleshooting to maximize equipment performance.
- Trained V2 division personnel in proper operations of ship's Aviation Launch and Recovery Equipment.

Youth Enrichment League - Cashier

Lakeville, MN • 08/2014 - 03/2017

- Operated cash register for cash and credit card transactions with excellent accuracy levels.
- Worked flexible schedule and extra shifts to meet business needs.
- Helped customers complete purchases and locate items.
- Answered questions about store policies and addressed customer concerns.
- Replenished merchandise and organized shelves, racks and bins for optimal appearance.
- Mentored new team members on POS system operation, customer service strategies and sales goals.
- Completed inventory counts and ordered merchandise.
- Demonstrated product features, answered questions, and redirected objections to highlight positive aspects.
- Worked closely with shift manager to solve problems and handle customer concerns.

University Of Puerto Rico At Arecibo, ISMUL - Robotics Instructor

City, STATE • 07/2016 - 08/2016

- Attended professional development technology courses to increase knowledge base and learn new information.
- Set up computers and networking systems and delivered step-by-step instructions on basic use.
- Assist classes on Lego Mindstorm EV2 for high school and elementary students.
- Demonstrated positive environment for class learning.
- Worked flexible shifts.
- Proved successful working within fast-paced atmosphere.
- Used critical thinking to break down problems, evaluate solutions and make decisions.

LANGUAGES

Spanish:
Negotiated:

English:
Negotiated: