

# JESSICA CLAIRE

✉ resumesample@example.com

☎ (555) 432-1000

📍 Montgomery Street, San  
Francisco, CA 94105

## SUMMARY OF QUALIFICATIONS

- Secret Clearance
- Quality assurance Inspector
- Security
- Management
- Conflict Resolution
- Attention to Detail
- Hydraulic Controls
- Power Generation
- Instrument Systems
- Calibration

## EDUCATION AND TRAINING

**Navy Course A-500-1000**  
2013

Personal and Professional  
Development  
Developed supervisory skills in  
work environment for Equal  
Opportunity, Diversity,  
Discrimination, Time Management,  
Substance Abuse, Suicide  
Prevention, Sexual Harassment  
Stress and Anger Management.

**Navy Course A-950-0080**  
2013

Financial Management

**Navy Course NV-1715-1821**  
2012

Digital Circuitry in AC, DC and  
Solid State Devices  
Graduated as class leader at top of  
class.

**Navy Course NV-1715-1820**  
2010

Aircraft Electrical, Instrument and  
Navigational Equipment  
Graduated 2nd in class.

**Madison Jr./Sr. Highschool**  
Middletown, OH • 2004

**High School Diploma**  
Graduated in the top 78th  
percentile.

## SUMMARY

Provides leadership, supervision and professional development for 43 personnel. Responsible for 21 calibrated items with zero discrepancies and maintained 3 programs with a grade of "on-track" during a Quality Assurance audit. Consistently recognized for quality of work and leadership.

## EXPERIENCE

**United States Navy - Aviation Electrician**  
*City, STATE • 07/2009 - 07/2014*

Interpreted electrical and mechanical schematics, blueprints and diagrams. Implemented vast knowledge of electronics principles to resolve complex electrical problems. Diagnosed equipment malfunctions and completed repairs to restore equipment and maintain uptime. Verified that all equipment was certified and met regulatory requirements. Performed monthly, semi-annual and annual Preventive Maintenance Checks and Services (PMCS). Trained maintenance journeymen electricians and electrical apprentices.

**Union Ironworker's Local290 - Apprentice Ironworker**  
*City, STATE • 2007 - 03/2009*

Responsible for promoting safe and clean working environment. Cut, fit, and welded metal components, including plate, structural shapes, and pipe. Used processes including gas tungsten arc, gas metal arc, flux-cored arc, plasma arc, shielded metal arc, resistance welding, and submerged arc welding. Worked overtime, including evenings and weekends, to respond to emergencies and fix unsafe conditions. Led a team of 6 to perform special or emergency jobs requiring quick response and precise work. Kept supervisor informed of job progress and material requirements.