

# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

Highly skilled Aviation Structural mechanic with 3 years in aviation maintenance industry. Repaired and maintained aircraft engines, flight systems and avionics at large MRO facility. Exceptional technical skills and attention to detail leading to management and client satisfaction.

## SKILLS

- Flight Log Maintenance
- Hydraulic Equipment Installation
- Objection Prevention
- Fuel Systems
- Corrective Actions
- Overhauling Systems
- Order Shipping
- Oxygen Systems
- HAZMAT Handling
- Aircraft Recovery
- Removing Components
- Safety Requirements
- Lubrication Systems
- Maintenance Requirements
- Lubricating Gears
- Corrective Maintenance
- Component Examination
- Hydraulic Components
- Aircraft Launch
- Tool Control Management
- Aircraft Repair and Maintenance
- FAA Regulations
- Helicopter Maintenance
- Aircraft Movements
- Incipient Fire Safety
- Inventory Supplies
- Filter Replacement
- Inventory Accuracy

## WORK HISTORY

### Bristol Farms - Aviation Structural Mechanic

West Hollywood, CA • 11/2019 - Current

- Disassembled and inspected hydraulic systems and replaced worn components.
- Serviced pressure accumulators, emergency air bottles, oleo struts, reservoirs and master brake cylinders.
- Worked with egress specialists to pull seats for regular maintenance and life support systems refresh.
- Maintained various aircraft systems such as seat and canopy ejections, gaseous and liquid oxygen and life raft ejection.
- Maintained instrumentation for fuel quantity, altimeters and oil pressure indication.
- Performed daily flight line preflight and post-fight aircraft inspections of hydraulic systems and flight control surfaces.
- Performed daily postflight, preflight and other periodic inspections.
- Extracted components from aircraft for bench analysis and testing.
- Installed, rigged and removed flight control surfaces and fabricated and assembled metal components to make repairs to aircraft's skin.
- Removed corrosion and deposits on special surfaces and restored using manufacturers' protocols.
- Maintained main and auxiliary hydraulic power systems, actuating subsystems and landing gear on Type aircraft.
- Conducted airframe, airfoils and flight controls maintenance and logged actions in aircraft log.
- Inspected aircraft daily to assess airworthiness.
- Rebuilt aircraft structures and functional components in accordance with maintenance manual, FAA regulations and aviation services policies and procedures.
- Performed routine equipment inspections and maintained and completed corrective actions by referring to workbooks and technical publications to determine specifications.
- Serviced and repaired fuel, electrical, hydraulic and other aircraft systems.

### Horseshoe Bay Resort - Meat Clerk

Horseshoe Bay, TX • 04/2019 - 11/2019

- Restocked products based on available inventories and customer demands.
- Completed inventory counts, reordered stock and removed expired items from supply.
- Maintained excellent levels of food safety by frequently checking product dates and temperatures.
- Analyzed meat temperatures for safety and quality and monitored heat conditions for stability.
- Priced Number orders daily by correctly wrapping, weighing and labeling cuts.
- Cut meats to customer specifications and answered questions about specialty products.
- Operated saws and slicers to cut meat, using safety protocols and procedures to avoid accidents.
- Prepared Number customized meat orders, cut requests and wholesale services daily.
- Kept kitchen, counter and dining areas cleaned and sanitized.
- Accurately operated cash register to process customer payments.
- Performed serving, cleaning and stocking to high standards and provided excellent customer satisfaction.
- Properly labeled and stored food and fresh ingredients in cooler or freezer to optimize freshness.

### Lkq - Line Cook

Miami, FL • 09/2018 - 02/2019

- Prepared multiple orders simultaneously during peak periods with high accuracy rate, maximizing customer satisfaction and repeat business.
- Set up and prepared cooking supplies and workstations during opening and closing to maximize productivity.
- Created identical dishes numerous times daily with consistent care, attention to detail and quality.
- Changed and sanitized cutting boards, benches and surfaces between tasks to avoid cross-contamination.
- Maintained well-stocked stations with supplies and spices for maximum productivity.
- Followed restaurant stock management schedule to monitor product freshness and rotate out old products.
- Instructed new staff in proper food preparation, storage, use of kitchen equipment and sanitation.
- Checked each food item for freshness and provided feedback to kitchen supervisor for removal.
- Took food orders from cashiers and cooked items quickly to complete order items together and serve hot.
- Unloaded food supplies from distributor trucks to efficiently organize inventory.
- Collaborated with servers to collect information about specific customer desires and dietary needs.
- Transitioned between breakfast and lunch service.

### Joe's Junk Yard - Automotive Dismantler

City, STATE • 05/2018 - 09/2018

- Completed full vehicle inspections to check for leaks, damage or other issues of concern.
- Replaced damaged, missing or defective parts with new and refurbished components.
- Performed diagnostic and troubleshooting procedures to find and identify root causes of mechanical issues.
- Inspected and tested vehicles and completed preventive maintenance such as engine tune-ups, oil changes, tire rotations, wheel balancing and filter replacement.
- Kept equipment in good working order by following operating instructions, troubleshooting breakdowns and maintaining supplies.
- Maintained functionality and reliability of engines, machines and systems through regular diagnostic checks.