

# JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105  
(555) 432-1000 - resumesample@example.com

## CAREER FOCUS

---

Earned a Private Pilot's License in August 2008, with a total time of 95 hours. Familiar with airspace and pattern work, as well as interacting with ATC. Hobbies include R/C aircraft, gaming, and Windows computers. Experience working with Microsoft Word, PowerPoint, and Excel. Enrolled in the Air Force's ROTC program from September 2009 to January 2011. Learned valuable leadership skills, as well as participated in the community with volunteer events such as the DisAbility Sports Festival at the CSUSB campus in San Bernardino, CA.

## CORE QUALIFICATIONS

---

- Guest services
- Inventory control procedures
- Merchandising expertise
- Loss prevention
- Cash register operations
- Product promotions

## EDUCATION AND TRAINING

---

4 2014	<b>Bachelor's Degree: Professional Aeronautics Management and Aviation Safety</b> <b>Embry Riddle Aeronautical University</b> GPA: GPA: 3.8 GPA: 4.00 GPA: 3.8 GPA: 4.00 Professional Aeronautics Management and Aviation Safety
2009	<b>Silver Valley High School - Daggett, CA</b> GPA: GPA: 3.50 GPA: 4.00
10 2012	<b>Associate's Degree: Professional Aeronautics Management, Safety, Aeronautical Science, and Information Systems</b> <b>Embry Riddle Aeronautical University</b> GPA: GPA: 3.8 GPA: 4.00 GPA: 3.8 GPA: 4.00 Professional Aeronautics Management, Safety, Aeronautical Science, and Information Systems

**Human Factors Security Aviation Safety Occupational Safety and Health Air Traffic Control Aircraft Maintenance Aeronautical Science**

## ACCOMPLISHMENTS

---

## WORK EXPERIENCE

---

### 05/2013 to 01/2014 **Aviation Parts Salesman**

**Stewart Industries International – City, STATE**

- Salary: 14.00 USD Per Hour Hours per week: 40 Supervisor: Ray Ferreira (405 409 1635) Okay to contact this Supervisor: Yes Responsible for sales and customer service, providing information on pricing, availability, condition, trace, and other information to customers by phone and email through the use of Quantum and AMICS inventory software.
- Logged and retrieved price information and customer and vendor quotations.
- Assessed inventory physically with most purchase orders and most requests for information on parts.
- Relayed information related to missing parts not in proper locations to material management or inventory specialists.
- Strengthened shipping department operations by weighing parts and packages, affixing labels, packaging and wrapping parts, and assisting with quality control paperwork when required.
- Inspected parts for customers with regards to data plates and actual part conditions and included paperwork.
- Pictures and additional information were provided on customer request to assure complete approval, as well as homogeneity with information already existing in company databases.
- Introduced to the standard operation process of the warehouse.
- Aided in placing repair orders or return orders to their respective locations.
- Fulfilled customer requests regarding condition and trace documents for drop shipments.
- Instructed about hazardous materials such as Skydrol as well as procedures to protect against them with PPE.
- Properly lifted and moved heavy parts such as actuators and hydraulic pumps to and from the shipping bay for processing, weighing, and packaging when requested.
- Accumulated driving experience during hour long commutes to and from work, and traveled that distance twice a day during employment.

### 10/2012 to 05/2013 **Package/Front Counter Attendant**

**Braum's Ice Cream And Dairy – City, STATE**

- Salary: 7.75 USD Per Hour Hours per week: 25 Supervisor: Susan ((405) 273-9125) Okay to contact this Supervisor: Yes Performed standing, walking, bending, stooping, pulling, and lifting movements during restocking of milk crates and roller carts over an extended amount of time in harsh conditions, such as in walk-in freezers.
- Emptied and moved heavy trash cans as well as regularly cleaned under tables.
- Moved and lifted ice cream squares during front counter restocking periods.
- Performed customer service, cash handling, food preparation, cleaning, and other general upkeep responsibilities.

### 08/2011 to 12/2011 **Lead Autonomous Ground Vehicle Installer**

**VKR Inc – City, STATE, United States**

- Salary: 21.00 USD Per Hour Hours per week: 40 Supervisor: Jim Kennedy ((931) 303-1748) Okay to contact this Supervisor: Yes Lifted and moved heavy boxes containing Pronto 4 autonomous vehicle kits into 50 brand-new Chevy Colorado vehicles for the U.S.
- Navy's MLT (Mobile Land Target) Program.
- Frequently operated underneath and inside vehicles at awkward angles to drill holes, lift out seats, remove airbags, and other tasks.
- Utilized various PPE (glasses, gloves, steel toe boots, etc) around the vehicles during shifts.
- Interpreted OEM instructions on installation and made on-the-fly changes to brake clamp installations as per request due to offsite testing.
- Inspected each package and inventoried each part kit and signed off on installations to verify they were complete before moving on to the next vehicle.
- Supervised our team and acted as a liaison for the Navy representative overseeing the operation.
- Responsible for scheduling travel and hotel accommodations and payroll hours for the team.

## SKILLS

---

cash handling, customer service, databases, driving, email, inventory, materials, Navy, next, packaging, payroll, pricing, quality control, Safety, sales, scheduling, shipping, Supervisor, tables, phone