

# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

Strategic Supervisor with expertise prioritizing projects, planning workflow and managing employees to achieve operational goals. Resourceful individual with 12 years of active experience managing efforts within deadline-driven environments. Diplomatic individual with strong leadership and decision making skills. Strong belief in knowledge is power while maintaining the values and principals set by company standards.

## SKILLS

- Management
- Aviation systems mastery
- Electrical theory mastery
- Circuit wiring
- Teamwork
- Communication skills
- Critical Thinking
- Outlook
- Hardware And Software Testing
- Troubleshooting
- System Designs
- Preventive Maintenance

## WORK HISTORY

- 12/2021 to Current **Aviation Electronics Technician**  
**State Of Nebraska** – Lyons, NE
  - Manager - Collateral Duty Quality Assurance Representative of over 30 Aircraft and 140 personnel
  - Inspects preventive maintenance and repairs on wire bundles, connectors, RF cables and fiber-optic lines for avionics and weapons integration equipment.
  - Inspects all Installation of electrical and electronic components and assemblies.
  - Troubleshoot F35B avionic systems and restored functionality in event of failure or component discrepancies.
  - Influenced emerging aviation system designs to reduce, simplify and eliminate maintenance actions.
  - Conducted preventive maintenance and repairs on wire bundles, connectors, RF cables and fiber-optic lines for avionics and weapons integration lab equipment
  - Liaised with manufacturers, repair and overhaul facilities, and regulatory personnel to address compliance requirements
  - Completed electrical continuity checks, operational tests, and acceptance tests per engineering and manufacturer installation instructions
  - Analyzed and reviewed technical data during investigation to propose troubleshooting and resolution strategies
  - Worked with OEMs on emerging issues to help ensure safety and airworthiness
  - Planned or conducted environmental, operational or stress tests on models or prototypes of aircraft or aerospace systems or equipment
  - Managed functional analysis and requirements allocation related to evaluating software specification compliance and determining required corrections to meet regulatory requirements
  - Maintained energy and enthusiasm in fast-paced environment
  - Supervised work of contracted employees to keep on task for timely completion
  - Completed paperwork, recognizing discrepancies and promptly addressing for resolution
  - Worked flexible hours, night, weekend, and holiday shifts
  - Effectively interacted with maintenance departments regarding software defects and functionality issues, working closely to develop innovative solutions
  - Assisted with developing and implementing quality assurance improvements based on call evaluation results
  - Drafted performance and quality assurance reports and presented findings at weekly and monthly quality meetings
  - Provided ongoing feedback to management and call representatives to foster improvement
  - Performed call audits to monitor regulatory compliance
  - Reviewed and scored calls made utilizing company-defined quality monitoring standards
  - Provided regular updates to team leadership on quality metrics by communicating consistency problems or production deficiencies
  - Kept inspection journals and daily summary logs as required
- 01/2019 to 12/2021 **Information Security Specialist COMSEC Manager**  
**USMC** – City, STATE
  - Drafted detailed security policy to govern and support technology decisions.
  - Directed processes to choose, deploy and manage security software implementations.
  - Monitored computer virus reports to determine when to update virus protection systems.
  - Reviewed 47 violations of computer security procedures and developed mitigation plans, that resulted in 20% decrease in violations.
  - Managed information system regulatory compliance to meet updated guidelines.
  - Consulted with team members to assess flawed root causes and plan for remediation.
  - Conducted 14 individual security audits to identify vulnerabilities ever month.
  - Held and maintained serviceability for over 2.8 million dollars' worth of equipment
- 02/2015 to 02/2019 **JSF Test and Evaluation**  
**USMC** – City, STATE
  - Led corporate-wide initiatives to help guide enterprise and business level goals by leading teams on hardware and software upgrades.
  - Designed and prepared technical reports, studies and related documentation for evaluation of aircraft lethality and capabilities.
  - Installed, configured and monitored local and wide-area networks, hardware and software.
  - Collaborated with senior management and business line management to identify and prioritize new concepts for development and launch for F35.
  - Constructed, edited and tested computer system programs for prognostic health status.
  - Established extensive procedures and policies for troubleshooting and resolving hardware and software issues.
  - Assembled, installed and tested new equipment and assisted users in understanding general functions of newly installed equipment by developing user guides and in depth troubleshooting publications supporting systems
  - Maintained problem tracking system and ran diagnostic software to verify properly operating equipment.
  - Successfully performed hardware and software testing and evaluation for all JSF F35 Fighter Jets prior to fleet utilization.
- 08/2012 to 01/2015 **F18 ComNav Technician**  
**USMC** – City, STATE
  - Performed scheduled and unscheduled inspections to check flight readiness of aircraft.
  - Lubricated shafts, bearings and gears to maintain optimal performance.
  - Obtained fuel and oil samples to check for contamination.
  - Maintained, repaired and rebuilt aircraft structures and fuel, electrical and oxygen systems.
  - Inspected all received aircraft parts to verify compliance with FAA regulations.
  - Used leveling compounds and scotch casts to seal parts, assemblies and sub-assemblies.
  - Diagnosed faults and developed resolution plans.
  - Performed cost analysis for shop components and labor hours through excel spreadsheets.
  - Maintained repair logs to document all corrective and preventive aircraft maintenance.
  - Maintained, inspected, adjusted and packed aircrew flight equipment.
  - Serviced electrical, pumps and air handling systems.
  - Documented all inspection and maintenance actions in aircraft forms, IMDS and FERMS.
  - Managed more than 60 Collateral Duty Inspectors and trained to perform all required maintenance on F18 fighter jet..

## EDUCATION

### Bachelor of Science: Electrical Engineering

ECPI University - Virginia Beach, VA

not finished still in work

## CERTIFICATIONS

- AET - Aircraft Electronics Technician
- SP2 KMI Certified (COMSEC Manager)
- PMG Contamination Certified for Aircraft confined space.