

# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

Jessica Claire

## SKILLS

- Repair
- Troubleshooting Skills
- Equipment Inspection and Testing
- Diagnostics
- Vehicle test drives

## WORK HISTORY

**Mechanic**, 01/2015 - Current

**Chs, Inc.** – Mcville, ND

- Analyzed and located malfunctions in brakes, motors, switches and control systems.
- 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.
- Completed full vehicle inspections to check for leaks, damage or other issues of concern.
- Inspected and tested equipment to locate worn and damaged parts.
- Kept equipment in good working order by following operating instructions, troubleshooting breakdowns and maintaining supplies.
- Consulted manuals, technical documentation and repair tree charts for further information prior to conducting fixes.
- Inspected and tested vehicles and completed preventive maintenance such as engine tune-ups, oil changes, tire rotations, wheel balancing and filter replacement.
- Inspected vehicles and evaluated condition of systems, equipment, lights and accessories.
- Performed basic electric repairs such as resetting circuit breakers and fitting lighting fixtures.

**Carpet Cleaner**, 05/2020 - 08/2020

**Xanterra Parks & Resorts** – Yellowstone National Park, WY

- Operated steam cleaners to vacuum rugs and remove loosened dirt.
- Performed specialty treatments on stains.
- Identified and analyzed customer concerns about stains and damages to anticipate needs and build lasting relationships.
- Mixed water and chemicals in containers to prepare cleaning solutions.
- Cleaned home carpets, tile, grout, area rugs, mattresses and upholstery.
- Guided scrubbing machines over rug surfaces to loosen embedded dirt.
- Provided exceptional service for each customer to achieve complete satisfaction.

## EDUCATION

**High School Diploma**: 02/2021

**Arizona Virtual Academy** - Glendale, AZ