

# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

Materials professional experienced in time management and task prioritization. Offers skills in equipment maintenance, knowledge of safety practices and background in meeting tight deadlines. Looking to put knowledge and abilities to good use in challenging position focused on meeting performance targets.

## SKILLS

- Project Requirements
- Assessment of Fault
- Relief Valves
- Creative Solutions
- Time Management
- Critical Thinking
- Pressure Gauges
- Active Listening
- Diagnostic Test Performance
- Pressure Testing
- Reading Comprehension
- Customer Satisfaction
- Vendor Contracts
- Water Testing
- Document Quality
- Maintenance Services
- Equipment Testing
- Site Evaluations
- Safety Audit
- Corrective Actions
- Complex Problem-Solving
- Torque Wrench
- Hand Wrenching

## EDUCATION

Goldthwaite High School  
Goldthwaite, TX • 05/2007

GED

## WORK HISTORY

Belfor - Hydro Static Pressure Tester  
Chattanooga, TN • 01/2022 - Current

- Installed, inspected and tested electric meters, relays and power sources to detect causes of malfunctions and inaccuracies using hand tools and testing equipment.
- Maintained professional working environment and enhanced productivity by keeping all areas neat and organized.
- Conducted testing and diagnostics work on control valves and other equipment at customer locations.
- Lubricated wearing surfaces of mechanical parts using oils or other lubricants.
- Collaborated with team members to complete customer requests and orders on time.
- Reviewed and disassembled control valves prior to completing skilled repairs.
- Identified problems with valves and used appropriate troubleshooting techniques to locate and resolve concerns.
- Recorded maintenance information, test results, material usage and repairs made.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Carried out day-day-day duties accurately and efficiently.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Worked flexible hours; night, weekend, and holiday shifts.
- Performed duties in accordance with applicable standards, policies and regulatory guidelines to promote safe working environment.
- Maintained energy and enthusiasm in fast-paced environment.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Offered friendly and efficient service to customers, handled challenging situations with ease.
- Developed and maintained courteous and effective working relationships.

Paul B. Knight - Carpenter Laborer  
City, STATE • 01/2020 - 01/2022

- Framed, remodeled and finished wood and metal structures.
- Used hand tools such as utility knives, hammers and deglazing devices to complete carpentry tasks.
- Maintained variety of hand tools, portable power tools and standard measuring instruments on daily job assignments.
- Cleaned, calibrated and serviced tools and equipment.
- Planned and laid out work from blueprints, drawings and models.
- Shaped or cut materials to specified measurements using hand tools, machines and power saws.
- Followed protocols and stayed organized to provide personal and teammate safety.
- Calculated dimensions and amount of needed materials by accurately measuring job site and structures.
- Effectively used nails, screws, pneumatic nailing systems, concrete anchors, powder-actuated fasteners and framing connectors.
- Measured and marked cutting lines on materials using pencil or chalk and marking gauge.
- Completed tasks according to technical document requirements and specifications to work with accuracy.
- Safely operated electric cordless and hammer drills and cutting torches.
- Assembled durable, high-quality structures by working with forming systems, hand tools and range of equipment.
- Properly poured, set and cured concrete.
- Carefully read blueprints, sketches and technical drawings to inform comprehensive understanding of project scope and specifications.
- Built structures using precast concrete and hand-poured concrete forms.
- Selected and ordered lumber or other required materials to keep inventory at sufficient levels.
- Specialized in foundations, framing and finish carpentry.

Paul R. Knight - Agricultural Field Worker  
City, STATE • 08/2008 - 07/2019

- Weeded vegetable and herb gardens to provide healthy environment for plant growth.
- Operated tractors, tractor-drawn machinery and self-propelled machinery to plow, harrow and fertilize soil.
- Applied organic growing practices to plant variety of heirloom herbs, vegetables and fruits.
- Conducted pre-shift inspections of equipment and work areas to enhance safety.
- Maximized performance of farming equipment by repair and preventive maintenance.
- Maximized performance of [Type] equipment by repair and preventive maintenance.
- Planted, cultivated and harvested various types of trees, shrubs and plants.
- Carefully maintained plant health through watering and proper fertilization to minimize losses and waste.
- Assisted with maintenance and installation of irrigation equipment.
- Evaluate harvesting conditions and identify obstacles.
- Communicated with coworkers and management to report challenges.
- Purchased supplies such as seed, pesticides and fertilizer.
- Conducted regular soil testing for optimal plant growth and nourishment.