

# Jessica Claire

📍 100 Montgomery St. 10th Floor    📞 (555) 432-1000    ✉️ resumesample@example.com

## SUMMARY

Industrious Aviation Ordnanceman proudly offering 15-year background in ammunition and weapons handling and servicing. Adept at inspecting, maintaining and repairing electrical and mechanical systems on aircraft and stowing, loading and assembling aviation ammunition. Energetic and hardworking with first-rate manual dexterity and above average competence with tools, equipment and machinery. Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills. Committed job seeker with a history of meeting company needs with consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand. Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating company growth.

## SKILLS

- HAZMAT Handling
  - Ammunition Assembly
  - Aircraft Inspections
  - Safety Procedures
  - Ammunition Loading
  - Aircraft Recovery
  - Small Parts Assembly
  - Critical Thinking
  - Maintenance & Repair
  - Planning & Organizing
  - PPE Use
  - Reliable & Trustworthy
  - Customer Service
  - Flexible Schedule
- First Aid/CPR
  - Active Listening
  - Problem Resolution
  - People Skills
  - Relationship Building
  - Team Building
  - Data Management
  - Computer Skills
  - Basic Math
  - Good Work Ethic
  - Supervision & Leadership
  - Friendly, Positive Attitude
  - Training & Development
  - Organizational Skills

## EXPERIENCE

**AVIATION ORDNANCEMAN** 02/2008 to CURRENT

**Bering Straits Native Corporation | Nome, AK**

- Worked effectively with fellow team members in fast-paced, dangerous and intense environments.
- Monitored assets including vehicles, weapons, materials and equipment valued over \$[Number] million.
- Performed [Timeframe] testing on aircraft armament control systems in accordance with maintenance regulations.
- Supervised operation of aviation ordnance shops, armories and storage facilities.
- Serviced bombs, missiles and rockets and launched test devices.
- Promoted high customer satisfaction by resolving problems with knowledgeable and friendly service.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Prioritized and organized tasks to efficiently accomplish service goals.
- Demonstrated leadership by making improvements to work processes and helping to train others.
- Maintained updated knowledge through continuing education and advanced training.
- Provided excellent service and attention to customers when face-to-face or through phone conversations.
- Inventoried ammunition regularly and maintained detailed records.
- Followed exact procedures to assemble and maintain missiles and munitions.
- Tracked modifications on weapons systems and monitored maintenance procedures to keep ordnance current with requirements.
- Performed troubleshooting and diagnostic procedures to locate source of malfunctions.
- Used diagnostics and troubleshooting tools to identify failures and equipment issues.
- Updated maintenance and repair logs according to services performed and submitted reports to supervisors for review.
- Executed corrosion control and inspection duties with minimal supervision.
- Utilized hand and power tools to detect and repair aircraft malfunctions and damages.
- Maintained aircraft environmental systems, oxygen systems, fire extinguishing systems and utility systems.
- Adjusted and repaired systems to meet manufacturers' performance specifications.
- Supervised and completed flight line foreign object prevention walks.
- Planned work procedures using charts, technical manuals and experience.
- Disassembled units and inspected parts for wear with micrometers, calipers and gauges.
- Examined and adjusted protective guards, loose bolts and specified safety devices.

**HOUSEKEEPER** 04/2007 to 01/2008

**Town Sports International Holdings Inc | Peabody, MA**

- Vacuumed floors and dusted furniture to maintain organized, professional appearance.
- Used cleaning chemicals following proper guidelines.
- Cleaned building floors by sweeping, mopping and scrubbing.
- Interacted pleasantly with clients and guests when performing daily duties.
- Moved beds, sofas and small furniture to wipe down baseboards and remove dust and dirt from hard-to-reach areas.
- Employed deep-cleaning techniques for areas in need of additional sanitation.
- Emptied wastebaskets and disposed of soiled linens in guest rooms to reduce spread of germs and enhance freshness.
- Removed finger marks and smudges from doors, frames and glass partitions to enhance shine.
- Used appropriate personal protective equipment and supplies when handling hazardous waste or chemicals.
- Returned rooms to occupant-ready status to satisfy future guests.
- Reported maintenance concerns or repairs to appropriate supervisor for prompt remediation.
- Dusted ceiling air conditioning diffusers and ventilation systems to improve airflow.
- Laundered sheets and removed stains to restore linens to pristine condition.
- Sanitized and cleaned sinks, mirrors, toilets and showers.
- Returned vacant rooms to occupant-ready status by deep cleaning, changing linens, restocking inventory and removing trash.
- Replaced sheets and pillowcases daily and used hospitality corners on beds to provide comfort for guests.
- Adhered to daily cleaning schedules and updated as needed based on demand.
- Maintained well-stocked and well-organized service carts to support efficient and timely cleaning services.
- Supplied extra towels and toiletries when requested to optimize guest comfort.
- Delivered ironing boards, baby cribs and rollaway beds to guests' rooms.

**BOYSITTER** 07/1999 to 07/2002

**Self-employed | City, STATE**

- Responsibly watched children while parents were out.
- Monitored children's safety and well-being to prevent accidents and falls.
- Cared for children of various ages and assisted with feeding, dressing and daily activities.
- Communicated with children's parents or guardians about daily activities, behaviors and related issues.
- Created safe environment for children by removing hazards and developing appropriate boundaries and rules.
- Read stories and played alphabet games to promote early literacy.
- Communicated with parents about daily activities and any concerning behaviors.
- Engaged with children on individual basis to build positive, trusting relationships.
- Ensured physical and social well-being of each child.
- Instructed and assisted children in eating, toileting and resting to help develop healthy personal habits.
- Administered medication and minor first aid to sick and injured children.

## EDUCATION AND TRAINING

**High School Diploma** 08/2007  
**H.M. King, Kingsville, TX**

**Asford University, San Diego, CA**