

# JESSICA CLAIRE

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## Summary

Highly motivated Sales Associate with extensive customer service and sales experience. Outgoing sales professional with track record of driving increased sales, improving buying experience and elevating company profile with target market.

## Skills

- Safety procedures
- Ammunition loading
- Bomb and missile servicing
- HAZMAT handling
- OSHA knowledge
- Surface cleaning
- Small parts assembly
- Sandblasting equipment assembly
- Specification interpretation
- Communication skills
- Effective team leader
- Security documentation
- CPR certified
- Excellent team-builder
- Confidential Security Clearance
- Information ordering
- Quality management
- Tactical-level analysis
- Strong verbal communicator
- Trained in emergency response
- Firearms safety training
- Cargo tracking
- Troubleshooting
- Upper-level management training
- Computer operations
- Automation planning
- Analytical thinking
- Typing skills
- Data evaluation

## Experience

### Aviation Ordnanceman/ AO3, 05/2015 to Current

#### Life Care Centers Of America – Federal Way, WA

- Maintained airborne weapons, aircraft guns, and targets and operated magazine sprinkler systems.
- Worked effectively with fellow team members in fast-paced, dangerous and intense environments.
- Maintained and inspected airborne weapons and aviation ordnance equipment, including aircraft guns, gun accessories, gun sights, small arms and ammunitions, handling equipment ammunition suspensions, release equipment, launching and arming equipment.
- Stored and loaded aviation ammunition, aerial mines, air-launched torpedoes, and air-launched guided missiles.
- Supervised the operation of aviation ordnance shops and storage facilities in squadrons, onboard ships.
- Received, inspected inventory, configured, tested and maintained Airborne Weapon Support equipment, and other types of ordnance and material equipment.
- Prepared gun ammunition for loading, assembled and disassembled airborne weapons, performed maintenance, used schematics, diagrams and charts to trace systems.
- Performed routine inspection of ordnance equipment completed periodic maintenance data forms and performed mechanical maintenance on all armament units.
- Issued standards for safety and maintenance and operated ground port equipment, and detected, removed, controlled corrosion on aircraft armament and aviation ordnance handling equipment.

### Personal Care Assistant, 05/2014 to 04/2015

#### Downeast Outfitters – Draper, UT

- Helped clients maintain daily living standards by assisting with personal hygiene needs.
- Worked with supervisory medical staff to review cases and improve care.
- Directed patients in simple prescribed exercises, including passive and active ROM to maintain musculoskeletal functions and increase strength.
- Transported clients to complete required tasks such as medical appointments and grocery shopping.
- Assisted families in planning for meals and shopping for ingredients to meet nutritional plans.
- Monitored vital signs and medication use, documenting variances and concerning responses.
- Ambulated individuals with safe and effective strategies around home, public and medical locations.
- Transported clients to locations such as medical appointments and group meetings to maintain social connections and meet medical needs.
- Provided patients and families with emotional support and instruction in preparing healthy meals, independent living skills and adaptation to disability or illness.
- Completed general housekeeping work to help clients, including preparing healthy meals and keeping personal areas neat.
- Recorded client status progress and challenges in logbooks and reports.
- Laundered clothing and bedding and changed linens 3 times per week to prevent spread of infection.
- Maintained network of connected caregivers to promote continuous professional development.
- Oversaw and planned resident schedules by coordinating doctor appointments, exercise routines, recreational activities and family visits.
- Helped clients handle all personal needs, from simple cleaning and daily exercise to bathing and personal grooming.
- Performed light housekeeping duties such as, making beds, sweeping floors and sanitizing surfaces.

### Order Picker, 10/2013 to 05/2014

#### The Sunshine House Early Learning Academy – Cartersville, GA

- Operated warehouse equipment with caution and according to manufacturer instructions to reduce risk of accidents and malfunctions.
- Mentored newly hired employees on warehouse safety procedures and demonstrated proper operation of glass-cutting tools.
- To avoid mishaps.
- Accurately keyed in data for packages into computer system using handheld scanners, averaging 25 packages per shift.
- Monitored aisles and floor areas for neatness and organization to enable forklifts to effectively operate throughout warehouse.
- Picked products from designated locations using various tools and transferred to appropriate areas for further processing.
- Packaged items with appropriate materials to prevent damage during shipping.
- Printed accurate labels and applied to boxes, crates and containers prior to shipment.
- Read orders to obtain item numbers and located merchandise in bins or on shelves.
- Packed products into designated boxes, taking care to protect items from damage or shifting during transport.
- Assembled boxes and stacked into columns for easy use by fellow packing and shipping team members.
- Placed products on conveyors for final wrapping and shipment.
- Stacked, organized and palletized packages for efficient storage and movement.

### TEACHING, 08/2010 to 09/2013

#### MINISTRY OF SECONDARY EDUCATION, YAOUNDE, CAMEROON – City, STATE

- Performed student background reviews to ascertain learning deficiencies and strengths to develop tailored lessons based on student needs.
- Created lesson plans in accordance with state curriculum and school-wide curriculum standards.
- Established positive relationships with students, parents, fellow teachers and school administrators.
- Identified early signs of emotional, developmental and health delays or problems in students and followed up with parents.
- Strengthened parent-teacher and parent-child communication by holding regular parent-teacher conferences.
- Set and communicated ground rules for classroom based on respect and personal responsibility.
- Collaborated with other staff members to plan and schedule lessons promoting learning and student engagement.
- Taught students to exercise problem solving methodology and techniques during tests.
- Identified and documented learning achievements by reporting outcomes, performance information and program adjustments used to boost comprehension.
- Mentored and counseled students with social adjustment and academic problems.
- Created and enforced child-based hands-on curriculum to promote student interest and receptive learning.
- Applied proactive behavior management techniques for classroom discipline.
- Implemented assessment tools to evaluate student progress and identify weak points.
- Introduced and encouraged debate-style classroom setting to increase student active participation and critical thinking.
- Taught English and French to diverse class of four different classes of at least 300 students each.
- Taught 28 classes per week, substituting for absent teachers when needed.
- Tutored 5 students per week before and after school to enhance knowledge and abilities.
- Motivated students to be more engaged in classes through applying positive reinforcement techniques.
- Maintained and updated pedagogy manuals for use by other educators.
- Employed wide variety of fiction and non-fiction textual materials to encourage students to read independently.
- Combined discipline plan with effective measures and lesson plans to increase concentration, participation and progress student accountability.
- Scheduled and held parent-teacher conferences to keep parents up-to-date on children's academic performance.
- Developed, administered and graded tests and quizzes promptly to provide quick feedback.
- Leveraged diverse instructional strategies and hands-on activities to engage students and boost understanding of material.

## Education and Training

### Bachelor of Science: COMPUTER NETWORKING AND CYBERSECURITY, 07/2021

#### UNIVERSITY OF MARYLAND GLOBAL CAMPUS - ADELPHI, MD

### CERTIFICATION IN COMPUTER NETWORKING: COMPUTER NETWORKING, 05/2020

#### UNIVERSITY OF MARYLAND GLOBAL CAMPUS - ADELPHI, MD

### Associate of Arts: EDUCATION / ENGLISH LANGUAGE AND CIVILIZATION, 08/2010

#### HIGHER TEACHERS' TRAINING COLLEGE - BAMBILI, CAMEROON