

# JESSICA CLAIRE

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## Summary

Seasoned Aviation Petroleum Supervisor with exemplary skills in safety, operations program development, petroleum projections, profit and loss reporting and most importantly, employee training and development. An energetic professional with an engaging personality and a service-driven background. Extremely versed and proficient in petroleum administration and human resource management. However, he excels exponentially in the following areas: equipment systems maintenance, quality surveillance, training development and logistic planning & operations.

## Skills

- Data entry
- Fire safety training
- Supervision and training
- Employee development
- Profit and loss accountability
- Policy/program development
- Schedule management
- Performance improvements
- Production Waste Control
- Mentoring and training
- Planning production
- Logistics oversight
- Microsoft Office
- Time management
- Customer service
- Friendly, positive attitude
- Analytical
- Basic math: algebra, statistics, etc.

## Experience

### Aviation Petroleum Section Supervisor, 12/2018 to Current

Waste Management – Trenton, NJ

- Directly supervised 16 personnel.
- Developed training program for 36 personnel to secure best performance.
- Instructed personnel on Petroleum Tank vehicle operations, Aviation Petroleum Laboratory testing, Quality Surveillance procedures, systems and equipment maintenance and most importantly, safety operations.
- Supervised small arms and aircraft ammunition handling, administration and logistical distribution.
- Trained, managed and motivated 8 employees to obtain promotions, enhanced their professional administrative skills, and provide mentorship to streamline their development.
- Trained over 8 junior supervisors on safety principles, best practices, protocol and system usage.
- Forecasted petroleum usage, allocated resources and managed labor to improve productivity metrics by 22%.
- Directed all day-to-day petroleum operations, quality surveillance, human resource management and safety and equipment maintenance operations.
- Assessed team proficiencies, identifying and targeting areas for improvement.
- Checked supply against demand by overseeing 80% of all distributions, replenishment and inventory operations.
- Engaged professionally with other departmental leaders and employees to build rapport and good nurtured relationships.
- Generated reports detailing project information and predictions.
- Managed departmental training calendars, planned and out sourced resources to optimize efficiency during off site operations

### Petroleum Quality Control Technician, 12/2018 to Current

United States Army – City, STATE

- Tested, inspected and repaired equipment to keep laboratory apparatus operating and correctly calibrated.
- Prepared samples for analytical tests using correct procedures to obtain precise and accurate results.
- Oversaw work of field personnel collecting data and samples.
- Operated laboratory devices and testing equipment to assess characteristics of samples.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Juggled multiple projects and tasks to ensure high quality and timely delivery.
- Demonstrated leadership by making improvements to work processes and helping to train others.
- Resolved interpersonal conflicts by listening, finding common ground and building relationships.
- Kept team on track by assigning and supervising their activities and giving constructive feedback.

### Petroleum Data Analyst, 08/2012 to Current

United States Army – City, STATE

- Prepared forecasts and identified trends through data analysis and tracking.
- Maintained security and data integrity of databases.
- Compiled current business intelligence data into reports and presentations.
- Tested validity, accuracy and consistency of new and existing intelligence data.
- Developed shell scripts for task automation.
- Maintained library of templates and reusable knowledge assets to facilitate business intelligence activities.
- Coordinated and implemented network security measures to protect data.

### Hazardous Materials Auditor, 10/2016 to 10/2018

United States Army – City, STATE

- Quarantined chemicals and followed company guidelines, Environmental Protection Agency rules, Department of Transportation regulations and disposal site protocols.
- Conducted emergency scene risk analysis to determine boundaries, proper personal protective equipment, mitigation, clean up and packaging protocols.
- Delivered excellent customer service using effective interpersonal and problem-solving skills.
- Analyzed factors affecting emergency response operations and emergency hazard mitigation to develop safety prevention plan.
- Used effective interpersonal and solution-oriented skills to maintain excellent customer service.
- Inspected commercial and public buildings to comply with fire codes and inspection standards.
- Participated in local prevention programs, conducting public education activities to promote fire public awareness.
- Complied with company policies, as well as federal and local requirements, to maintain team and public safety.
- Developed clean-up and removal strategy for each individual case based on materials in question and available resources.
- Maintained safe and operational required equipment by inspecting machinery, investigating and repairing faults and conducting routine preventive maintenance.

### Commercial Hazardous Materials Driver, 08/2012 to 08/2015

United States Army – City, STATE

- Handled hazardous waste in alignment with company and environmental policies and regulations.
- Completed inspections, basic repairs and maintenance actions on vehicles.
- Maintained complete compliance with DOT and company requirements for movement of hazardous materials.
- Complied with company and environmental policies and regulations while handling hazardous waste safely.
- Documented gas charges, mileage and other details in daily logs.
- Used math abilities to calculate loads, invoice amounts and other information.
- Submitted safety and incident reports every 30 days to keep management well-informed.
- Adhered to all Department of Transportation processes when delivering hazardous chemicals on highways.
- Operated tanker trucks safely by complying with company policies and all major driving rules.
- Identified tanker truck issues that would require repair work by performing regular vehicle inspections.
- Built structures to contain spills or hazardous areas prior to clean-up and removal.
- Protected emergency response forces, responding to calls and hazardous material incidents.
- Participated in local prevention programs, conducting public education activities to promote fire public awareness.

## Education and Training

### Bachelor of Science: Homeland & Security Minor Environmental Management

Post University - Waterbury, CT

### Petroleum Technical Certification: Petroleum Engineering, 02/2021

National Petroleum Management Association (NPMA) - Fredericksburg, VA

### Associate of Arts: Liberal Arts And General Studies, 05/2019

North Central Institute - Clarksville, TN

### Tech Transportation of Hazardous Materials HAZ 12 : Logistics And Materials Management, 08/2016

Department of The Army - Vicenza, Italy

### European Hazmat Certification HAZ 15 (Air/ Rail/ Road): Logistics And Materials Management, 08/2016

Department of The Army - Vicenza, Italy

### Petroleum Supply Specialist Advanced Leadership Diploma: Petroleum Engineering, 02/2016

Army Logistics University - Fort Lee, VA

### The International Society of Logistics (SOLE) Demonstrated Logistician: Transportation Management, 02/2016

Army Logistics University - Fort Lee, VA

### Criminal Justice, 09/2015

Central Texas College - Killeen, TX

### OSHA Professional Development Program: Quality Control And Safety Technologies, 09/2014

Occupational Safety & Health Academy - Beaverton, OR

### Equal Opportunity Leader: Human Resources Management, 09/2014

Department of The Army - Pusan, South Korea

### Basic Petroleum Logistics : Petroleum Engineering, 06/2010

Army Logistics University - Fort Lee, VA

### Air Mobility Command (AMC) Airlift Load Planner Phase I & II: Air Transportation, 03/2008

Department of The Air Force - Daejeon, South Korea

### Petroleum Supply Specialist Diploma: Petroleum Engineering, 06/2006

United States Army Quartermaster School - Fort Lee, VA