

JESSICA CLAIRE

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Professional Summary

Detail-oriented Aircraft professional skilled in directing, monitoring and performing preventive and unscheduled aircraft maintenance. Thorough knowledge of standard industry hardware and materials with continuous drive for new knowledge. Industrious Aircraft Maintenance professional with 4 years of aviation experience. Well-versed in planning, coordinating and executing preventive and unscheduled maintenance on diverse aircraft models.

Skills

- Organizational
- Time Management Skills
- Team Leader
- Microsoft Office Expertise
- Problem resolution
- Strong communication
- Interpersonal Skills
- Basic print reading skills and layout skills
- Knowledge of aircraft hardware and materials and processes
- Project organization

Work History

Aviation Machinist Mate, 06/2016 to 05/2020

Amentum – Hawthorne, NV

- Maintaining and servicing aircraft engine, fuel, and lubrication systems.
- Handling and servicing aircraft ashore or aboard ship.
- Performing complete aircraft turboshaft/turboprop engine repair.
- Determining reasons for engine degradation via spectrometric oil analysis tests.
- Performing helicopter maintenance, installing and maintaining engines, drive accessories, and gearboxes.
- Performing blade repairs.
- Conducted and oversaw safety protocols, including flight line foreign object prevention walks.
- Coordinated and distributed exposure and contamination control procedures.
- Maintained orderly and safe work environment by enforcing tool control and FOD awareness, prevention and safety at all times.
- Removed and installed aircraft subsystem assemblies such as engines, rotors, gearboxes, transmissions and mechanical flight controls.
- Documented all inspection and maintenance actions in aircraft forms, IMDS and FERMS.
- Maintained excellent attendance record, consistently arriving to work on time.

Aviation Structural Mechanic, 06/2016 to 05/2020

US Navy – City, STATE

- Remove, repair and replace aircraft fuselage, wings, fixed and movable surfaces, airfoils, regular seats, wheels and tires, controls and mechanisms.
- Remove, install and rig aircraft flight control surfaces.
- Maintain aircraft landing gear system, brakes, and related pneumatic systems, reservoir pressurization, emergency actuating devices, pumps, valves, regulators, cylinders, lines, and fittings.
- Perform daily, preflight, postflight and other periodic aircraft inspections.
- Removed corrosion and deposits on special surfaces and restored using manufacturers' protocols.
- Updated logs and filled out maintenance reports with high accuracy and efficiency.

Plane Captain, 06/2016 to 05/2020

United States Navy – City, STATE

- Responsible for performing proper daily, pre-flight, post-flight, and turnaround inspections on MH-53 aircraft.
- Taxi and move aircraft on flight line and hangar spaces.
- Inspect work areas and operating equipment to ensure standards in areas such as cleanliness and maintenance.
- Train workers in proper operational procedures and functions.
- Coordinate work with aircraft maintenance personnel.
- Review files, records, and other documents.
- Performs inspections utilizing aircraft safety procedures.
- Perform scheduled and unscheduled maintenance support for assigned MH-53E aircraft.
- Maintained cleanliness and provided preventative maintenance functions of Line, Corrosion Control, Tool Room and Aircraft Organizational Level maintenance and flight test support.
- Performs miscellaneous duties utilizing mid-range tow tractor, power cart NC10, PMU, and HSU servicing equipment.
- Provide effective and continual preventative maintenance programs.
- Assist in performing O-level maintenance.
- Troubleshoots malfunctions in aircraft structure, landing gear, flight surfaces and controls, anti-icing, engines, auxiliary power unit, and ventilation and heating systems.
- Conducts Foreign Object Damage inspection of assigned aircraft ducts, engine cavities, and surrounding areas for prelaunch, postlaunch, and maintenance turns.
- Perform fueling and defueling procedures utilizing applicable safety instructions.
- Reads and interprets manufacturers' and airline's maintenance manuals, service bulletins technical data, engineering data, and other specifications to determine and troubleshoot appropriate method of repairing or replacing malfunctioning or damaged components.
- Log maintenance records description of work performed and verifies satisfactory work performance.

Education

Bachelor of Science: Nursing, 06/2023

Tidewater Community College - Virginia Beach

Certifications

- Plane Captain
- EAWS Enlisted Aviation Warfare Specialists
- TA-45 Tow Tractor A/S32A-45
- NC-108 Mobile Power Units
- Brake Rider
- Aircraft Handler
- Landing Signalmen Enlisted Qualified
- Fuel Surveillance Enlisted Qualified
- APU Turn Instructor
- APU Turn Operator
- Valid Driver's License
- Secret Clearance
- CPR Qualified
- Computer Literate, working knowledge of MS Word, Excel, Power Point, and Nalcomis/OOMA
- Operational Risk Management Training (ORM)
- FOD & TCP Awareness Trained