

JESSICA CLAIRE

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SUMMARY

Aviation Electronics Technician provides technical expertise in testing aircraft systems, troubleshooting and repairing system discrepancies for minimum schedule impact. Demonstrates technical expertise by implementing process changes to reduce cost and meet schedule without compromising safety or quality. Enforces company goals of safety and quality while adhering to daily work plans to maintain schedule requirements.

SKILLS

- FAA understanding
- Aircraft tools knowledge
- Electrician expertise
- Circuit testing

EXPERIENCE

- 06/2019 to 08/2020 **Aviation Electronics Technician**
State Of Nebraska – West Point, NE
Clairel inspections of all electrical components.
 - Executed corrosion control and inspection duties with minimal supervision.
 - Evaluated and repaired electrical, air handling and other systems.
 - Performed through tests of electrical systems, parts and equipment to check compliance with applicable standards and evaluate malfunctions.
 - Repaired or installed new wiring, boxes, antennas and other system pieces.
 - Completed over 2 aircraft repair work orders each quarter.
 - Utilized mathematical functions to interpret aircraft weight and balance loading instructions.
 - Operated testing tools and gauges, including ohmmeters, ammeters and time domain reflectometers.
- 08/2018 to 04/2019 **Cashier**
Jysk – Richmond, VA
 - Assisted with purchases, locating items and signing up for rewards programs.
 - Helped customers find specific products, answered questions and offered advice.
 - Processed returned items in accordance with store policy.
 - Scanned customer purchases, supporting transactions to streamline sales process.
 - Maintained high productivity by efficiently processing cash, credit, debit and voucher program payments for customers.
 - Processed customer payments quickly and returned exact change and receipts.
 - Resolved issues with cash registers, card scanners and printers.
 - Increased sales % by suggesting specific purchases to customers.
 - Processed all sales transactions accurately and promptly to prevent long customer wait times.
 - Operated cash register, collected payments and provided accurate change.
 - Assisted customers with account updates, new service additions and promotional offers.
 - Trained new employees in cashiering procedures, offering assistance in resolving payment and customer satisfaction issues.
 - Inspected items for damage and obtained replacements for customers.
 - Trained new team members in cash register operation, stock procedures and customer service.
 - Worked closely with front-end staff to assist customers and maintain satisfaction levels.
 - Completed daily recovery tasks to keep areas clean and neat for maximum efficiency.
 - Learned roles of other departments to provide coverage and keep store operational.
 - Wiped down counters and conveyor belt to remove debris and maintain cleanliness.
 - Processed 250 transactions per day with exceptional accuracy.
 - Received payments for 250 and issued receipts.
 - Promoted specific item options to drive sales and achieve add-on purchases.
 - Wrapped items and bagged purchases properly to prevent merchandise breakage.
 - Resolved issues regarding customer complaints and escalated worsening concerns to managing positions for remediation.
- 05/2018 to 08/2018 **Cook**
Osf Healthcare – Alton, IL
 - Established and maintained open, collaborative relationships with kitchen team to maximize efficiency.
 - Set up and performed initial prep work for food items such as soups, sauces and salads.
 - Sanitized food preparation areas, grills and equipment to avoid cross-contamination from raw items.
 - Maintained consistent quality and high accuracy when preparing identical dishes every day.
 - Modified standard recipes to account for ingredient issues or customer requests, including allergen concerns.
 - Prepared bakery and specialty products such as bagels, breads and pastries.
 - Regulated oven, broiler and roaster operations for cooking at correct temperatures.
 - Placed frequently used food such as meat items and pastries in proper storage containers and placed perishable items in refrigerator.
 - Maintained safe operations of food prep equipment to reduce complications and retain safety procedures.
 - Operated all bakery equipment, including ovens, proofers, fryers, sheeters, rounders, scales and mixers.
 - Chopped, diced and sliced vegetables and fruit ahead of busy periods, including dinner rush.
 - Developed strategies to enhance food-presentation aspects of catering and retail environments.
 - Made recommendations to management regarding future food and equipment purchases to maintain product effectiveness.
 - Interacted effectively with waitstaff regarding special orders for customers, including those with food allergies and gluten intolerance.
 - Garnished and arranged dishes into creative presentations.
 - Replenished food items from inventory and rotated ingredients to use oldest products first.
 - Operated ovens, fryers and mixers safely to prevent kitchen accidents and machinery malfunction.
 - Grilled and deep fried various foods, including meats, potatoes and fish.
 - Collaborated with cooks and waitresses to maintain timely food preparation goals.
 - Weighed, measured and mixed ingredients, following recipes to produce quality dishes.
 - Precooked certain items during slow periods to reduce wait times at lunch and dinner rush.
 - Performed work station prep, including cleaning fryers and replacing oil prior to shift start.

EDUCATION AND TRAINING

- 05/2019 **High School Diploma**
Citronelle High School - Citronelle, AL
- 05/2019 **Certified Nursing Assistant**
Citronelle High School - Citronelle, AL