

# Jessica Claire

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## SUMMARY

U.S Navy Aviation Fuels Technician with over 20 years' experience and knowledge of operating, maintaining and repairing equipment associated with the fueling and de-fueling of aircraft aboard ship and ashore. Highly efficient and results-oriented.

## HIGHLIGHTS

- Leadership and Training
- Maintenance Repairman
- Records Manager
- Tank Level Knowledge
- Control Panel Operator
- SECRET Security Clearance

## EXPERIENCE

**AVIATION FUELS TECHNICIAN** 2015 to CURRENT

**USS GEORGE H.W. BUSH (CVN-77) | City, STATE**

Executed the issue of 4.5 million gallons of jet propulsion-5 (JP-5) fuel to embarked aircraft and the on-load of 5 million gallons during 5 flawless at sea refueling operations.

Supervises a team of 21 personnel in the opening, inspecting and closing of over 300 JP-5 tanks and voids. Operates, maintain, and repairs fueling and lubricating oil systems to include service stations, pump rooms, pumps, piping, valves, and tanks.

Read and analyze specifications, schedules, logs, test results, and laboratory recommendations to determine how to set equipment controls to produce the required qualities and quantities of products.

Obtains samples of aviation fuels and tests for water and solid contaminants.

Supervises firefighting crews and fire rescue teams.

**NAVAL RECRUITER** 01/2012 to 2015

**Naval Recruiting District Dallas | City, STATE**

Communicated effectively with diverse populations and efficiently managed a diverse workforce directly contributing to the recruiting station attaining 100 percent of all recruiting goals for the year.

Volunteered numerous off-duty hours at the Midwest City Regional Food Bank and for Oklahoma Veteran's Cemetery, greatly enhancing the reputation of the U.S. Navy in the local community.

Revamped the entire Delayed Entry Program to ensure that the U.S. Navy received the absolute highest caliber of personnel.

Guided candidates through in-house computer testing.

**AVIATION FUELS TECHNICIAN** 01/2008 to 01/2012

**USS CARL VINSON (CVN-70) | City, STATE**

Oversaw the completion of 250 preventive and corrective maintenance actions for five workstations resulting in zero discrepancies in a one year period.

Directed the safe and mishap-free on-load of 1.65 million gallons of aviation fuel for the first time in four years which led to an Unrestricted and Fuel Certification for the aircraft's carrier Refueling Complex Overhaul.

Managed a team of 5 personnel in the opening, inspecting and closing of fuel tanks and damage control voids that led to \$1 million in reduced cost.

Developed and implemented an extensive training program which yielded an 85% employee promotion.

Orchestrated the safe receipt, transfer and stowage of 18 million gallons of fuel during 11 flawless underway refueling operations.

**PROCESS MANAGER AND NAVAL MESSAGE ADMINISTRATOR** 2005 to 01/2008

**Transient Personnel Unit | City, STATE**

Processed 1,059 service records and over 2,000 personnel through the command's pipeline contributing significantly to the command's tenth consecutive Certified Pipeline Mover's Award.

Constructed and implemented 41 new templates into the message system that led to an average of 65 naval messages on a weekly basis.

## EDUCATION

- Naval Recruiting

2012
- Enlisted Navy Recruiting Orientation , Pensacola, FL**
- Aviation Fuel System

2009
- Aviation Fuels Maintenance Technician, Pensacola, FL**
- Aviation Fuel System

2009
- Shipboard Aviation Fuels Refresher, Norfolk, VA**
- High School Diploma**

1992
- Henry County High , McDonough, GA**