

# JESSICA CLAIRE

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## SUMMARY

Biological Science Laboratory Technician with two year specialized experience working cargo inspection at the Plant Inspection Station of Honolulu. Biological Science Technician with one year specialized experience working at Maritime Cargo. Survey Specialist with two years expertise in trapping of Melon, Oriental, and Mediterranean Fruit Flies. Eleven years professional experience in Emergency Eradication Project of Mediterranean Fruit Flies. Biological Science Technician with eleven years professional experience in irradiation of Mediterranean Fruit Flies using the Husman C-137 Irradiator. Professionally trained and qualified user of PCIT. Accomplished Biological Science Laboratory Technician with two years specialized experience in slide sectioning and nematode preparation for preliminary identification in Plant Pathology at the PIS. Seven discard authorities of fungal morphological identifications by slide mount and microscopy. I have one discard for *Phomopsis* sp. on *Piper Betle* sp. (4/02/2015), one for *Coleosporium plumaeiae* on *Plumeria* sp. (4/02/2015), one *Pestalotiopsis* sp. on *Annona* sp. (3/04/2015), one for *Pestalotiopsis* sp. on *Piper Betle* sp. (2/09/2015), one for *Phomopsis* sp. on *Annona* sp. (1/08/2015), one *Phyllosticta cordylinophila* on *Cordyline* sp. (5/27/2015), and one *Phomopsis* sp. on *Areca Catechu* sp. (5/29/2015). I found the first in Port fungus, *Phaeocephalothrix musae*, that had been intercepted in April 2012, but had been unprocessed until October 2014. The quality slide that I prepared had been directly sent to one of the National Identifiers and she was able to make a species determination. Highly-qualified in Nematode picking, teasing, and Baermann funneling. Professionally trained in PCIT, AQAS, F309, PPQ 264, and EAN. Technically skilled in Leica MZ16, Olympus B202, Olympus BX50, and Nikon SMZ 1500 microscopes. Mastered in using the Helicon Focus 5.3 Pro. Digital 3D Imaging Program. Highly-qualified in telephone, customer service, radio, and computer skills with proficiency in MS Word, MS Excel, MS Access, MS Outlook, MS PowerPoint, Lotus 123, Windows 7, and Windows 8. Excels at multitasking in fast-paced environment completing projects within time and budget constraints. Eight years work experience knowledge of HIA operations. HIA and Ramp license holder. Biological Science Laboratory Technician knowledgeable about Airlines, Brokers, and Stakeholders in and around Oahu.

## HIGHLIGHTS

- Twenty-three years specialized experience in plant protection and quarantine work.
- Expert in Helicon 5.3 Pro. Digital 3D Image Photo system.
- Expert in the use of Leica MZ16, Olympus B202, Olympus BX50, and Nikon SMZ 1500 microscopes.
- Expert in Lotus 123, MS Word, MS Excel, MS Access, MS Outlook, and MS PowerPoint
- Expert user and account holder in PCIT and AQAS.
- First in Port fungus, *Phaeocephalothrix musae*
- Knowledgeable about fungi identification.
- Expert in distinguishing morphologically under the dissecting microscope between verminous plant parasitic nematodes.
- Expert in slide sectioning, nematode picking, teasing, pipetting, and Baermann soil funneling.
- Seven confirmed discard authorities in Plant Pathology.
- Fifteen years professional experience working with diet media and the sterilization of insects.
- One year specialized experience in pre-clearance cargo inspection at PIS and Maritime Cargo.

## ACCOMPLISHMENTS

Completed seven confirmed discard authorities of fungal morphological identifications by slide mount and microscopy in Plant Pathology. I have one *Coleosporium plumaeiae* on *Plumeria* sp. (4/02/2015), one *Phomopsis* sp. on *Piper Betle* sp. (4/02/2015), one *Pestalotiopsis* sp. on *Annona* sp. (3/04/2015), one *Pestalotiopsis* sp. on *Piper Betle* sp. (2/09/2015), one *Phomopsis* sp. on *Annona* sp. (1/08/2015), one *Phyllosticta cordylinophila* on *Cordyline* sp. (5/27/2015), and one *Phomopsis* sp. on *Areca Catechu* sp. (5/29/2015). I found the first in Port fungus, *Phaeocephalothrix musae* in October 2014. Professionally trained in PCIT, AQAS, F309, F309a, EAN, and PQ 264. Assisted in field training class of nematodes at the Hawaii Department of Agriculture Plant Quarantine (2013). Created and constructed the Mycology Database on Microsoft Access. Reduced the backlog of Pathology interceptions by inspecting and slide for identification. Mastered the Helicon 5.3 Pro. 3D Digital Imaging Program for the botany seed collection. Performed nematode lab identification of *Radopholus* sp., *Pratylenchus* sp., *Helicotylenchus* sp., *Tylenchus* sp., and *Meloidogyne* sp. I found a new nematode in Hawaii. *Tylenchus parasitismi*. (1/08/2015). Assisted in the Hawaii Ag. Discovery Program (2013,2014). Completed the labeling of the chemical waste containers for the quarterly chemical inventory. Constructed the HIA Phone Number List and Airline Phone Number Listing. Promoted to Temp. Supervisory Biological Science Technician in 1995.

## EXPERIENCE

### 02/2013 to Current Biological Science Laboratory Technician

#### Department Of Veterans Affairs – Fort Harrison, MT

- 40 Hours per week/ Series: 0404 Grade: GS 07/10
- Routinely confirmed and verified preliminary identifications of intercepted organisms for PPQ Identifiers in Plant Pathology with Discard Authority.
- Completed seven discard authorities of fungal morphological identifications by slide mount and microscopy confirmed by Plant Pathologist/Identifier Wendy Sueno in Plant Pathology.
- Conducted Xac Immuno Strip tests for the detection of Asian Citrus Canker *Xanthomonas axonopodis* pv. *citri*.
- Conducted CymMV Immuno Strip test for Cymbidium Mosaic Virus.
- Created and constructed the Mycology Collection Fungi envelope template for all Plant Pathology samples on MS Word.
- Analyzed and examined plant disease interception samples for slide section identification.
- Increased work proficiency by digitizing the Mycology specimen collection which enables the Pathologist to cross-reference old fungal names with new ones and locate the physical specimens in the collection in less than ten minutes.
- Routinely identified plant pest pathogens from F309 interception samples by morphological method using Discard Authority.
- Verified and identified routine interceptions; forwarding specimens to the appropriate National Identifier.
- Routinely prepared slide section samples for mycological identification by Plant Pathologist/Identifier Wendy Sueno.
- Routinely prepared nematode specimens for tentative DNA identification by Plant Pathologist/Identifier Mathew Goo.
- Routinely prepared F309 samples using Nikon BX50 and Leica MZ16 microscopes.
- Proficiently picked and teased nematode samples from soil specimens.
- Assessed the extraction of nematodes from soil with the Baermann Funnel Method.
- Pipetted volumes of water from nematode vial samples.
- Professionally trained and qualified user of Phytosanitary Certificate Issuance Tracking System (PCIT).
- Prepares and completes Phytosanitary Certificates for signature by PPQ Officers.
- Reviewed and processed EAN's, F309's, PPQ 264's into the AQAS database for Plant Pathologist/Identifiers Mathew Goo and Wendy Sueno.
- Processed F309's and verified a disease determination with my discard authority.
- Developed the photographing of Federal Noxious Weed samples and general botany seed samples using the Helicon Focus 5.3 Pro. 3D Digital Imaging program into the computer database.
- Processed new Federal Noxious Weed samples into the PIS Botany Database using the Helicon Focus 5.3 Pro. 3D Digital Imaging Program and Nikon SMZ 1500 Stereo microscope.
- Oversaw, researched, identified, maintained, and organized the Seed Inventory Collection Database and Seed Sample Cabinets for nearly 4,000 specimens in Botany.
- Assisted Botanist Mark Towata in reorganizing and reclassifying the entire seed collection into the new collection cabinets.
- Reclassified Botany Seed Inventory Collection by family, genus, and species.
- Directed the filing, labeling and organization of the Federal Noxious Seed samples into the Seed Collection Cabinet.
- Created and constructed the Mycology Database for Plant Pathology on MS Access.
- Routinely sectioned slides and picked nematodes for preliminary DNA identification.
- Routinely inspected walk-in pre-clearance and cargo inspections.
- Assisted PHSS Mary Beust and PHSS Joe Vukovich in providing specialized inspections, regulations, and clearance of high risk propagative plant material, plant products, and pest diagnostic identification.
- One year of specialized experienced providing plant protection and quarantine cargo inspections at Plant Inspection Station on aquatic plants, flower leis, piper betle, annona, male, ti-leaves, orchids, taro, pineapple, coconuts, and plumeria cuttings.
- Researched and updated the Appendix List of Disease for Host and Country.
- Assisted in maintaining a record of PPQ 526 permit numbers, type and quantity of organism, and name/address of importer.
- Lifted, carried, and transported cargo/supply boxes over 35 pounds.
- Maintains and makes improvements to assigned collections (Entomology, Botany, and Pathology).
- Added new material, organize, and replaced old specimens.
- Prepare specimens for use in teaching.
- Managed the cleaning and washing of insect interception vials.
- Secured the filing away of Entomology samples into the collection cabinet.
- Liaised as a member of the Agriculture Discovery Program for two years.
- Assisted in the Chemical Safety Inventory with PHSS Joe Vukovich.
- Implemented the handed out public relations brochures on Coconut Rhinoceros Beetle *Oryctes rhinoceros* in and around the HIA.
- Initiated the surveying Coconut trees around the airport for CRB *Oryctes rhinoceros*.
- Completed all mandatory Security Awareness and EEO Aglearn training modules by required due date.
- Safely disposes of infested, infected, and prohibited plant material.
- Managed the cleaned and organized the inspection lab room and restocked the lab supplies.
- Supported in transporting seed samples to the Hawaii State Agriculture Office.
- Executed in using established agency policy and guidelines, accounts for, safeguards, and maintains in good working order vehicles and equipment.
- Processed all documentation pertaining to vehicles (accident, repair estimates, etc) in accordance with required time.
- Supervisor's Name: Ken Ching Phone: XXX-834-3240. Contact: Yes

### 08/2005 to 02/2013 Biological Science Technician/Program Support Assistant

#### Department Of Commerce – Olathe, KS

- 40 Hours per week/ Series: 0404/0303 Grade: GS 07/10
- Created the baseline to the daily schedule Lotus and Excel.
- Directed the job assignments for the Pre-departure employee work schedule.
- Assisted in coordinating the LA and PPQ pay period work schedule and oversaw the leave tracking of all LA employees.
- Provided recommendations to the supervisor on work schedule planning and staffing of locations on Lotus.
- Optimized scheduling based on deep expertise of HIA Operation procedures.
- Devised short and long-range action plans to address work scheduling on Lotus.
- Constructed, created, and printed the pay period schedule work assignment schedule on Lotus and on the work schedule for Excel.
- Verified accuracy and completeness of information on the Daily Schedule, PPT/LA Schedule, and Officer Schedule.
- Completed key projects on time and with a high level of accuracy.
- Reduced cost of LA Hours by monitoring the amount of daily work hours on the daily schedule on Lotus.
- Assisted in domestic cargo inspections.
- Responded to pre-departure questions from the public regarding regulations and compliance questions of plant products and propagated plant material from Hawaii going to the U.S. mainland.
- Designed and created the Operations Office Phone Directory on Excel.
- Designed and created the Airline Phone Directory Listing on Excel.
- Relayed cargo calls over the radio to Cargo Officers.
- Processed and notified employees of uniform orders.
- Developed and maintained strong and clear communication with other employees throughout the HIA.
- Drafted the LA work hours by pay period in MS Excel.
- Completed and submitted the monthly WADS on airline loads on Excel with a high level of accuracy to be inputted in the AQAS System.
- Supervised Operation Office when supervisors were out of the office.
- Verified the signing of LA employee time sheets.
- Organized, prioritized, and managed office supplies for the Operations Office.
- Streamlined the communication between Operations and PIS.
- Directly communicated with stakeholders and inspectors on the domestic movement of regulated plant material and inspectors work schedule respectively.
- Completed all mandatory Security Awareness and EEO Aglearn training modules by required due date.
- Supervisor's Name: Michael Jodo Phone: XXX-861-8497. Contact: Retired

### 04/2003 to 08/2005 Survey Specialist/Biological Science Technician

#### USDA, APHIS, PPQ – City, STATE

- 40 Hours per week/ Series: 0404 Grade: GS 07/09-07/10
- Managed and monitored fruit fly traps throughout the island of Oahu for *Ceratitis capitata*, *Bactrocera dorsalis*, and *Bactrocera cucurbitae*.
- Resupplied bait traps with chemical lure solution.
- Maintained proper chemical inventories.
- Conducted research in the leeward coastal and central parts of Oahu that required driving long distances and field visits with physical exertion walking to service traps in remote areas.
- Trained in the proficient use and experience with chemical solutions of melolure, biofure, cuelure, liture, and protein bait traps.
- Processed biological laboratory work with the use of the electron microscope identifying and monitoring Oriental, Melon, and Mediterranean fruit flies on a weekly basis.
- Maintained trapping equipment and serviced the government vehicles daily.
- Maintained and entered field data into MS Excel.
- Evaluuated and inspected incoming raw materials.
- Maintained up-to-date records of safety technical, leaks and wear and tear.
- Managed the filing, documentation, copying, and updating of survey manuals using WordPerfect.
- Maintained required APHIS permits and laboratory safety protocols.
- Submitted a daily mileage log with trip sheet, fuel, maintenance and survey trap documentation.
- Supervised air mandatory training by due date.

## EDUCATION

### 2002

#### Select One

##### Windward Community College - Kaneohe, HI

- GPA: 4.0 out of 4.0
- 40 Plant Science A 3.0
- 32A Plant Pest Control A 1.0
- 32B Plant Pest Control A 1.0
- 32C Plant Pest Control A 1.0
- 130 Plants of Hawaii A 3.0

### 1997

#### Select One

##### Kapiolani Community College - Honolulu, HI

- GPA: 4.0 out of 4.0
- 100 Dean's List
- 532 Out of 4.0
- 130 Human Biology A 3.0
- Micro 130 General Microbiology A 3.0

### 1996

#### Select One

##### University of Hawaii - Honolulu, HI

- GPA: 4.0 out of 4.0
- 100 Dean's List
- 293 out of 4.0
- 130 Principles of Zoology B 4.0
- Zool 101 General Zoology B 4.0

### 1987

#### Select One

##### Maui Community College - Kahului, HI

- GPA: 2.93 out of 4.0
- 201 Principles of Zoology B 4.0
- Zool 101 General Zoology B 4.0

### 1983

#### Select One

##### Maui High School - Kahului, HI

- diploma
- Maui High School - Kahului, HI

## CERTIFICATIONS

- APHS-NSC Defensive Driving Course (10/21/2013)
- USDA Motor Vehicle Operator's Permit
- Airport Motor Vehicle Operator's Permit

## SKILLS

- Cargo Inspection experience
- 3D Digital Photo Imaging with Helicon Focus 5.3 Pro.
- Leica MZ 16, Olympus B202, Olympus BX50, and Nikon SMZ 1500 microscopes.
- Pre-departure knowledge
- Nematode and mycology identification
- Immuno Strip testing
- Nematode picking, teasing, and Baermann soil funneling
- MS Word, MS Access, MS PowerPoint, Lotus 123, AQAS, PCIT, F309, EAN, PQ 264, AQIM

## AWARDS, CERTIFICATES, AND MERITS

- Letter of Appreciation-September 1992 Letter of Service-August 1992 Letter of Merit-September 1992 Certificate of Merit-February 2004
- Certificate of Appreciation-November 1992 Certificate of Merit-August 1992 Certificate of Merit-September 1992 Certificate of Merit-February 2004
- Special Act of Service Award-May 2011, Twenty Year Service Award-June 2011
- Performance Award-January 1998
- Individual Cash Award-December 2005, October 2006
- Certificate of Merit-December 2014