

# JESSICA CLAIRE

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## SUMMARY

Solutions-focused, versatile management professional offering a comprehensive background supporting U.S. military operations in roles of increasing responsibility during a 30-year career in the United States Marine Corps. Effective communicator who quickly masters new roles and technologies to achieve positive results.

## HIGHLIGHTS

- Strong verbal communication
- Extremely organized
- Strong Managerial Skills
- Attends to detail
- Effective writing skills
- Top Secret/SCI Security Clearance (Clearable).
- Effective team leader
- CPR certified
- Firearms safety training
- Trained in defensive tactics
- Intelligence gathering techniques
- Training in Emergency response
- Able to handle extreme situations

## ACCOMPLISHMENTS

Effective leader of a period spanning 30 years in the United States Marine Corps. Deployed numerous times to hardship countries to assist in relief efforts as well as combat operations. Completed both my Bachelors and Masters degree's since retirement

## EXPERIENCE

### Consultant, 09/2013 - 09/2014

Bdo – Cincinnati, OH

- Consultant for FSCX (Fort Sill Oklahoma).
- Part time).
- Assisting other doctrine writers in the efforts of revising all current doctrine, tactics, techniques and procedures manuals, to include ATP 3-09.13 (FM 3-09.13) The Battlefield Coordination Detachment (BCD) and ATP 3-09.43 Fire Support Techniques for The Battalion, utilizing the Army Doctrine 2015 format.

### Primary Doctrine Writer, 08/2012 - 08/2013

Sheridan Group Inc. Company – Lyme, NH

- Primary Doctrine Writer for Explosive Hazard Operations, Army Techniques Publication (ATP) 3-34.20/Marine Corps Reference Publication (MCRP) 3-17.2D.
- Keybridge Technologies.
- Acted as the primary author for Explosive Hazard Operations, doctrinal publication, ATP 3-34.20/MCRP 3-17.2D.
- Gathered, analyzed, and wrote all information required to re-write an outdated version of FM 3-34.210 (Explosive Hazard Operations).
- Possess extensive knowledge on Army and Marine Corps writing and doctrinal procedures.

### Military Analyst, 08/2011 - 07/2012

Sheridan Group Inc. Company – Danville, KY

- Fort Leonard Wood, Mo.
- Performing Capability Gap Analysis, Limited Doctrine, Organization, Training, Materiel, Leader Development and Education, and Facilities (DOTMLPF) Assessments and related research in support of the Directorate of Counter Improvised Explosive Device (DCIED).
- Extremely knowledgeable on all databases that support the Defeat the Device Line of effort.
- Possesses extensive knowledge on all Robotics and Hand Held Detectors currently used by Marines and Soldiers for Dismounted Operations in Afghanistan.
- Familiar with all limitations and capabilities for each system.
- Material developer with vast knowledge on all systems pertaining to current operations involving the Defeat the Device Working Group. Thoroughly knowledgeable with all agencies involved in procuring Material Solutions for the Soldiers and Marines in the current Theater of Operations.
- Thoroughly knowledgeable with the Joint Urgent Operational Needs Statements (JUONS) and all other databases that contain information to support the briefs for the DtD Line of Effort.
- Extremely familiar with all Aerial Intelligence Surveillance and reconnaissance systems used by US forces through personal experience in combat in Iraq.
- Familiar with all material solutions that pertain to Dismounted Operations, and how they are utilized during operations.
- Identifying Gaps the Warfighters in Afghanistan through personal combat experience.
- Authored/Co-Authored several Concept of Operations (CONOPS) and Techniques, Tactics and Procedures (TTP) for various gear tested for Afghanistan.
- Provides extensive research on all material solutions to assist the Warfighter.
- Extensive Air and Ground integration experience on the battlefield.
- Possess an extreme amount of knowledge involving the entire Combat Arms Environment through personal experiences as a Marine Sergeant Major.
- Currently hold a Secret Clearance.

### Associate, 02/2009 - 07/2011

The May Institute Inc – Jacksonville, NC

- Fort Leonard Wood, Mo.
- Performing Capability Gap Analysis, Limited Doctrine, Organization, Training, Materiel, Leader Development and Education, and Facilities (DOTMLPF) Assessments and related research in support of the Directorate of Counter Improvised Explosive Device (DCIED).
- Material developer with vast knowledge on all systems pertaining to current operations involving the Defeat the Device Working Group. Extremely familiar with all Aerial Intelligence Surveillance and reconnaissance systems used by US forces.
- Identifying Gaps the Warfighters in Iraq and Afghanistan through personal experience.
- Authored/Co-Authored several Concept of Operations (CONOPS) and Techniques, Tactics and Procedures (TTP) for various gear tested for Afghanistan.
- Provides extensive research on all material solutions to assist the Warfighter.

### Associate, 02/2008 - 02/2009

Booz Allen Hamilton – City, STATE

- Booz Allen Hamilton, Training & Doctrine Developer for Maneuver Support Center of Excellence (MSCoE) Directorate of Training (MDoT), Fort Leonard wood, MO.
- Member of a four person team that produced a much needed Sensitive Site Exploitation Field Manual Subject Matter Expert on Site Exploitation Identified and researched sensitive exploitation concepts, supporting the development of identifying units and agencies involved in the Site Exploitation Doctrine for MSCoE.

### Lead Instructor, 08/2007 - 02/2008

Battlelle – City, STATE

- Instructor for Combat and Advanced Search at Combined Explosives Hazard Center, Fort Leonard Wood, MO.
- Member of an Eight Man Search Instructor Team.
- Instructed several areas of search as it applies to operations in both Iraq and Enduring Freedom.
- Provided Instruction on Search Techniques to both Army and Marine units prior to deployments.
- Instructed on following areas: Occupied and Unoccupied Buildings, Area, Route, Person, Vehicle and Check Points.

### Senior Enlisted Leader, 09/2005 - 05/2006

United States Marine Corps – City, STATE

- responsible for the mentoring of over 6,000 Marines and Sailors preparing for combat deployments to Iraq and Afghanistan.
- Monitored the training of 6 Rotary Wing Squadrons, to ensure tactics were current with both combat theaters of operation.

### Command Sergeant Major, 04/2003 - 09/2005

United States Marine Corps – City, STATE

- 15th Marine Expeditionary Unit (Special Operations Capable) MEU (SOC) , First Marine Expeditionary Unit, Camp Pendleton, CA.
- Acted as the Senior Enlisted Leader, responsible for the mentoring of over 2,800 Marines and Sailors for combat operations in Iraq.
- Developed Tactics Techniques and Procedures to support current engagements in both theaters for Counter Improvised Explosive Device awareness.
- Aggressively trained and Instructed Marines and Sailors on all weapons systems organic to the MEU (SOC).
- Acted as the Liaison between the Amphibious Ready Group (ARG) and the MEU (SOC) throughout 2 combat deployments.
- Oversight of combat operations and relief efforts for Iraqi people in Anbar Province; included IED attacks, deploying dismounted patrols in support of operations and oversight of humanitarian relief.
- He was directly involved in the planning and execution phases for combat operations involving over three thousand Marines and Sailors.
- Served two tours in Iraq.
- Personally directed on site relief operations in response for the Tsunami in Sumatra, Indonesia.
- Provided around the clock support to relief effort and coordinated with US, Sumatran, Australian government agencies, as well as Non-Governmental organizations on scene.
- Subject matter expert, instructor/writer, firearms instructor, small and large group leader for planning and implementing protective services operations required to maintain military protective services; completed Antiterrorism Evasive Driving Course, given by Gryphon Security Group.
- Utilized operational expertise and knowledge of educational and training principles, and techniques to present instruction in: Dismounted Patrols, concepts, organization, and employment of tactics, units and weapons employment, critical operational techniques and specialized physical and technical skills required of protective services detail members.
- Utilized military weapons expertise and skill to conduct weapons training.
- Acted as the Range Safety Officer while Embarked aboard U.S Navy vessel.
- Possess extensive knowledge on the doctrinal writing process for both the Army and the Marine Corps.
- Performed duties as an integral member with CEHC for over four years, focusing on Defeat the Device (DtD) LOE, capability gap analysis, and supporting CIED efforts.
- Has assessed or analyzed over 40 capability gaps as well as numerous Doctrine, Organization, Training, Materiel, Leadership, Personnel, and Facilities (DOTMLPF) assessments over four years.
- Was an integral member of the Search Instructor team at CEHC, instructing both Marines and Soldiers preparing to deploy to Theater for combat operations.
- Developed and refined the process for gathering and tracking critical material system requirements and related information as well as the related processes to conduct capability gap analysis that is clearly articulated to the Army CIED leadership.
- This effort is by managing the consolidation of all Joint Urgent Operational Needs Statements (JUONS) for the CEHC.
- Served on 5 MEU (SOC) deployments and several overseas tours throughout my 30 year career.
- Assisted in the planning and execution of military operations, from platoon through Marine Expeditionary Force (MEF) levels, with safety continually in mind.
- Performed numerous risk assessments for the safety and welfare of Marines/Sailors and their facilities during peacetime and combat operations.
- Has developed an extensive network of contacts throughout the United States Army as well as the United States Marine Corps to assist in the Defeat the Device Working Group.

## EDUCATION

### Master of Arts: Business Organizational Security Management, December 19 2014

GPA: GPA: 3.82

Business Organizational Security Management GPA: 3.82

### Military Mobile Protection Course, Gryphon Security Group (60 Hours) 2005 High Risk Personnel Course, Quantico, VA. (60 Hours)

1993 First Sergeants Course, El Toro, CA. (40 Hours) 1993 Advanced Staff Non Commissioned Officers Course (Distinguished Graduate) El Toro, CA (240 Hours) 1992 Marine Air Ground Task Force Intelligence Course (Distinguished Graduate) Navy and Marine Corps Intelligence Training Center, VA (320 Hours) 1991 Imagery Interpretation Course (Distinguished Graduate) Goodfellow Air Force Base, TX, (892 Hours) : 2005

Naval Gunfire School - Coronado, CA.

60 Hours)

### Masters Degree

Webster University

### BS: General Studies Psychology

Columbia College

GPA: GPA: 3.10

General Studies Psychology GPA: 3.10

## SKILLS

Marine Corps/ Air Force, Army, ATP 3, ATP, C, CA, Concept, Consultant, databases, Driving, government, instruction, Instructor, instructing, Interpretation, Leadership, Machinist, managing, mentoring, weapons, Navy, network, developer, Organizational, Personnel, processes, Publication, research, Robotics, Safety, Writer