

# JESSICA CLAIRE

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## SUMMARY

Motivated worker and supervisor with talent for completing tasks in excellent time and easily able to circumnavigate any situation. Strong knowledge of Ordnance and leadership. Communicative and team-oriented with proficiency in microsoft. Proven history of fostering knowledge and team building to meet team, individual and management objectives.

## SKILLS

- Safety procedures
- Ammunition assembly
- HAZMAT handling
- Shipping and receiving
- Ammunition loading
- Aircraft recovery
- Aircraft inspections
- Bomb and missile servicing
- Specification interpretation
- Abrasive materials handling
- Dry practices
- Surface cleaning
- Small parts assembly
- Coating methods and techniques
- OSHA knowledge
- PPE use
- Coordination
- Time management
- Working collaboratively

## EDUCATION AND TRAINING

Center For Naval Aviation Technical Training (CNATT)  
Pensacola, FL

Aviation Ordnanceman Introductory Course

Center For Naval Aviation Technical Training (CNATT)  
Lemoore, CA

Weapons School

## CERTIFICATIONS

- Plane captain designation Training - 2017

## EXPERIENCE

### Stryker Corporation - Aviation Ordnanceman

Augusta, ME • 03/2017 - 04/2021

- Worked effectively with fellow team members in fast-paced, dangerous and intense environments.
- Maintained airborne weapons, aircraft guns, and targets and operated magazine sprinkler systems.
- Performed various duties at sea on flight decks and ashore in hangars, including daily ordnance evolutions and aircraft maintenance for 100% up status.
- Selected appropriate bits and other tools based upon job requirements and higher leadership expectations.
- Evaluated scenes for security concerns and warned personnel to keep safe distances from blasting areas.
- Monitored assets including vehicles, weapons, materials and equipment valued over \$427 million.

### Jimmy John's - Manufacturing Technician

Delaware, OH • 02/2015 - 01/2017

- Kept production logs and maintained job material inventory.
- Collected hazardous or non-hazardous waste using correctly labeled barrels or other containers and transferred to collection areas.
- Provided production, progress or changeover reports to shift supervisors and set up and verified functionality of safety equipment.
- Built packaging for finished products and calibrated or adjusted equipment to ensure quality production, using tools such as calipers, micrometers, height gauges, protractors, or ring gauges.
- Prepared and assembled materials and set up and operated production equipment in accordance with current manufacturing practices and standard operating procedures.
- Worked from layout and work order, created programs and set up machines to produce required parts.
- Troubleshoot problems with equipment, devices or products.
- Reviewed production orders, schedules, delivery dates and inventory levels to determine product availability.
- Forecasted staffing needs and production volume and produced and prepared daily operations reports.
- Scheduled preventive maintenance on equipment.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.

### McDonald's - Shift Leader

City, STATE • 02/2013 - 10/2015

- Supervised, motivated, and led employees to maintain productivity and customer service levels.
- Trained team on procedures and sales tactics to reach daily sales goals and promote superior guest experiences.
- Inspected incoming supplies to conform with materials specifications and quality standards.
- Assisted with performance reviews to identify areas of improvement.
- Counted cash on hand at shift change and closing to determine shortages or overages and prepare bank deposit statements.
- Enforced compliance with housekeeping, safety and sanitary requirements to protect team members and customers.
- Positioned skilled staff in key areas throughout shift to optimize department productivity.
- Delegated tasks to employees and monitored activities and task completion.
- Performed minor equipment repairs to keep jobs on task and notified maintenance department of major machinery failures.
- Documented production levels, materials used and special incidents to keep management informed of daily activities.
- Enhanced operations and boosted efficiency through employee training, coaching and creating work schedules and assignments.
- Kept areas clean, neat and inspection-ready at all times to comply with product guidelines.
- Managed and empowered cross-functional teams and implemented continuous improvement programs to increase productivity and quality while reducing costs by 28%.
- Conducted inventory, resolved discrepancies and completed paperwork to keep system accurate and current.
- Assisted General Manager with operations game plan and company initiatives implementation.
- Complied with company safety procedures, policies and regulations to promote safe working environment.
- Transformed work area by increasing production, reducing turnover, eliminating waste and enhancing quality.