

# JESSICA CLAIRE

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## Summary

Skilled Boatswain's Mate with extensive and dedicated service in Navy. Brings expert knowledge of marine operations, maintenance requirements and cargo handling. Accomplished in maintaining team and vessel safety and expertly responding to emergencies. Highly accomplished, versatile Transportation Senior Manager with extensive background supporting U.S. military operations, including logistics, supply chain management and training of high-impact teams within everchanging environments. Dynamic leader, consistently achieves outstanding results while building and maintaining strong, loyal relations with both clients and colleagues. Moves and relates effortlessly across all levels of management.

Coordinated Transportation Manager with four years of experience overseeing all aspects of the transportation department. Adept at scheduling and directing work activities while providing direction and leadership to drivers and other operations staff. Conducting and processing company payroll, billing and auditing. Organized and efficient with outstanding interpersonal skills.

## Skills

- Budget controls
- Waterway navigation
- Production Waste Control
- Staff development and oversight
- Heavy equipment management
- Crew and passenger safety
- Project planning and scheduling
- Safety management
- Boat safety maintenance
- Logistics oversight
- Quality control
- Communication system management
- Ship terminology
- Engine and winch operation inspections
- Transportation management systems
- Engine operations
- Fleet dispatch
- Passenger services
- Mentoring and training
- Vessel navigation
- Customs compliance
- Radar information interpretation
- Hazardous material tracking
- Regulation compliance
- Resource planning
- Staff training and development

## Experience

### Aviation Boatswain's Mate, Fuels, 07/2017 to 08/2021

Coborn's – Clearwater, MN

- Contributed to boat operations by standing watch in lookout, helmsman and boatswain's mate positions.
- Prepared for underway operations by repairing, maintaining and stowing equipment.
- Trained and supervised personnel handling shipboard maintenance functions.
- Responded to onboard operational and medical emergencies with calm, level-headed approach.
- Managed cargo loading and unloading to meet schedules and keep vessels balanced.
- Led and managed projects to support logistics efforts and plans.
- Purchased, organized and maintained supplies and equipment for efficient operations.
- Stood watch to manage operating conditions and handle risks arising during different voyages.
- Supervised staff of 400 in daily activities, delivering continuous training and coaching to bolster each employee's skill set.
- Stood watch to manage operating conditions and handle risks arising during several voyages.
- Prepared inventory for shipment by attaching tags and labels.
- Consistently met company and department objectives within budget and time constraints.
- Utilized ordering, tracking and billing systems and associated processes.
- Created and enforced policies and procedures for entire logistics team.
- Utilized navigation resources to chart routes and maintain optimal course for vessel.
- Arranged for ship to be fueled, restocked with consumable supplies and repaired.
- Selected optimal routes and speeds to guide vessels to destinations in and meet schedule demands.
- Checked for oil spills and other pollutants around ports, harbors and beaches.
- Recruited top talent through interviews and personnel recommendations.
- Implemented on-the-job training activities to cross-train employees on various tasks.
- Used measuring tools to verify safety of planned navigational routes.
- Created policies and procedures to inform and educate personnel on logistics activities.
- Directed and coordinated crew members while loading or unloading cargo, steering vessels, operating engines and maintaining or repairing ship equipment.

## Education and Training

High School Diploma: 05/2016

Bridgescape Academy - Chicago, IL