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# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

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Driven individual with desire to learn all fundamentals of commercial & residential Real Estate Appraising markets. Acquiring 16 years of Real Estate knowledge, with many years in Electrical Utility Distribution / Nuclear Generation, Aerospace Industry & Civil Engineering have provided key experiences. With investigative nature, skills developed will provide a successful Real Estate Appraiser.

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## SKILLS

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- Investigative | Questioning Attitude
- Independent | Objective | Prompt
- Logical | Organized | Data Person
- Excellent Time & Project Management
- Diligent | Detail Oriented
- Problem Solver | Competent

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## WORK HISTORY

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**Investor / Property Management Specialist**, 03/2004 - 02/2021

**Mantech International Corporation** – Dayton, OH

- Researched, located & acquired 13 foreclosures.
- Rehabilitated, remodeled, repaired & improved homes, Website built listing properties.
- Valuated property & area by looking at Comparables, (Comps).
- Analyzed deals, located / researched records RE computer links.
- Team built, includes Electricians, Plumbers, HVAC Techs, Roofers, Arborist, Handymen, Other Investors.
- Kept records accurate, detailed and fully compliant with reporting requirements to meet all state, local and federal housing requirements.
- Personal completions – Tile & Carpet installed, Wood Floor laid, Faucets, Fans, Fences, Doors & Crown Molding installed, Painting inside & outside, Beams built, Drywall repairs, & Landscaping designs created.

**Configuration Management Specialist**, 10/2011 - 12/2018

**City Of Berkeley** – Berkeley, CA

- Independently worked 25+ projects/month, successfully provided Configuration Management support, Duke Nuclear Generation Power Plant fleet.
- Drafting skills & Technical Support provided utilizing AutoCAD & MicroStation toward Design disciplines involving Civil, Electrical, Instrumentation & Controls, Mechanical, Structural & Nuclear.
- Continuously aware, consistently provided safe work environment.
- Origination, updated Design Engineering drawings through Engineering Change packages.
- Provided research & assistance in creating Engineering changes according to standards & procedures.
- Created, revised, deleted, reviewed & assessed Equipment Data Records in Database, maintained consistency with approved Engineering changes.
- Performed CM reviews of Engineering changes, ensured accuracy of proposed changes.
- Drawing & Document discrepancies investigated, evaluated & proper resolutions determined & corrected.

**Drafting Technician**, 06/1998 - 10/2011

**Progress Energy Inc.** – City, STATE

- Responsible North Coastal Florida, all Drafting requirements & FRAMME/"G" Technology database maintenance corrections.
- GIS/FRAMME Super User/Land-Base Coordinator - Provided initial field testing of FRAMME rule base, project implemented.
- Utilized AutoCAD / MicroStation, built / maintained Distribution Facility drawings, DFIS database files.
- Underground Schematics, Feeder Switching maps, DOT Permits, Storm maps, R/W, Territorial, Background drawings created.
- GIS database corrections, connectivity analysis performed, maintained 0 errors.
- Work Requests designed/drawn, As-Built corrections completed through GIS/STORMS/WMIS.
- Data Integrity Team provided support, all Florida Engineering & Line personnel.
- Created goals, workloads, schedules other Technicians & trained.
- GIS Drawing Standards Manual created, Quality Control of GIS database.
- Software issues identified/reported D2K team, tested hardware configurations.
- Troubleshoot CAD/FRAMME software issues, provided suggestions, corrected.
- Engineering support included identifying, provided solutions.
- Supervisory support, interviewed/selected new Technicians.
- Identified problem areas, provided Engineers information, resolved.

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## EDUCATION

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**ASSOCIATE OF SCIENCE: COMPUTER ENGINEERING**, 1983

**NATIONAL EDUCATION CENTER** - Tampa, FL

Specialized Basic & Industrial Electronics, Sound Systems, Telecommunications, Digital Design & Microprocessor Analysis.

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## CERTIFICATIONS & TRAINING

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**REAL ESTATE APPRAISER TRAINEE** – McKissock Real Estate, Online (Currently pursuing)

**REAL ESTATE APPRAISING** - Central Florida College, Ocala, FL.

**REAL ESTATE SALESMAN COURSE** - Central Florida Real Estate School, Ocala, FL.

**CERTIFICATE IN DISTRIBUTION ENGINEERING / UTILITY CONSTRUCTION** - Progress Energy, Ocala, FL.

**CERTIFICATE IN WEBSITE DESIGN / HTML PROGRAMMING** - Central Florida College, Ocala, FL.

**CERTIFICATE IN COMPUTER NETWORKING** - Florida Institute of Technology, Orlando, FL.

**CERTIFICATE IN ESSENTIAL MICROSTATION** - CADD Development Center / Bentley MicroStation Institute, Orlando, FL.