

# JESSICA CLAIRE

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## Summary

Veteran seeking to transition from the United States Navy to a civilian career. Highly motivated, effective communicator and problem solver who successfully completed one extended combat tour. Works well with team members and groups from diverse backgrounds.

## Highlights

- Effective team leader
- Supply and logistics planning
- Security Clearance
- Trained in emergency response
- CPR certified
- Skilled in Microsoft Word, Excel and Outlook
- Time management
- Resourceful
- Data management
- Customer Service

## Achievements

- Awarded the Navy Good Conduct Medal
- Awarded the National Defense Service Medal
- Awarded the Global War on Terrorism Service Medal

Received the Navy Sea Service Deployment Ribbon

## Work Experience

**Aviation Ordnanceman**, 05/2010 to Current

Ria Financial – Buena Park, CA

- Handling and Receipt of Combat Weapons
- Trouble shooting Naval Aviation Weapons Systems and Technical Programs
- Managed Weapons Load Team Personnel

**Cashier**, 2010 to 05/2010

Ria Financial – Denver, CO

- Customer Assistance
- Processed gift cards, food stamps, cash, checks, and product exchange

**Cashier**, 02/2007 to 08/2008

Sunrise Theaters – City, STATE

- Processed computer-based transactions
- Received and dispersed payment methods to customers

## Education

2011

**Aviation Ordnance A-School** - Pensacola, FL

2011

**Aviation Ordnance C-School** - Jacksonville, FL

2010

**United States Navy Basic Training** - Jacksonville, FL

**High School Diploma**: 2009

**Fort Lauderdale High School** - Fort Lauderdale, FL

- Pre-Law Magnet program