

# JESSICA CLAIRE

100 Montgomery St. 10th Floor • (555) 432-1000 • resumesample@example.com

## Summary

Focused safety professional pursuing Occupational Safety and Health Administration opportunity and offering expertise in airfield safety protocols and operations. Prepared to bring 20 years of safety mastery to dynamic operations. I know that my advanced knowledge in this area of will directly relate to this position.

## Skills

- Safety Oversight
- Airfield Management
- Flight Operations Records
- Planning & Organizing
- Organizational Skills
- Team Management
- PPE Use
- Maintenance & Repair
- Reliable & Trustworthy
- Good Work Ethic
- Conflict Resolution
- Microsoft Office
- Training & Development
- Problem Resolution
- Supervision & Leadership
- Flexible Schedule
- Data Management
- Critical Thinking
- Computer Skills
- Customer Service
- Aircraft Clearing

## Experience

### Aviation Supervisor of Logistics , 02/2010 to 03/2013

U.S. Army Active Duty – City, STATE

- Sustained safety protocol while executing pilot and ground personnel logistics.
- Constructed, extracted and analyzed statistical projections concerning employment and usage of aircraft.
- Implemented airfield safety procedures to support safe operating environments for personnel and aircraft.
- Directed ground crews in loading and unloading of aircraft cargo or baggage.
- Inspected airfield conditions to verify compliance with federal regulatory requirements.
- Coordinated with agencies to meet aircrew requirements for billeting, messing and refueling.
- Responded to emergent situations regarding flight operations or medical issues to quickly identify concerns, provide support and transport personnel and passengers away from critical scenes.
- Authored and presented technical reports and documents to Federal Aviation Administration, Kansas Department of Transportation and other regulatory bodies.
- Strengthened traceability, developing organization systems for record, report and agenda distribution.
- Automated office operations, business group correspondence, acquisition record tracking and data communications.
- Reviewed airfield construction and repair project priorities to determine impact on airfield operations.

### Hearing Conservations Specialist, 02/2006 to 03/2013

US Army – City, STATE

- Stayed up to date on advances in treatments and devices by attending workshops and reading publications.
- Taught clients how to correctly operate, maintain and store hearing aids.
- Performed careful fittings to maximize client comfort and device effectiveness.
- Set up 700 full examinations to test individual hearing impairment.
- Maintained up-to-date knowledge of latest research and trends through extended education and professional development courses.
- Analyzed current literature from professional organizations and conferences to stay current with developments in audiology.
- Demonstrated assistive listening devices to clients.
- Counseled patients and families on communication strategies to cope with hearing loss.
- Understood and followed oral and written directions.
- Provided excellent service and attention to customers when face-to-face or through phone conversations.

### Hazardous Material Certifier, 02/2005 to 03/2013

Fort Riley, KS, U.S. Army – City, STATE

- Participated in local prevention programs, conducting public education activities to promote fire public awareness.
- Quarantined chemicals and followed company guidelines, Environmental Protection Agency rules, Department of Transportation regulations and disposal site protocols.
- Identified unknown materials utilizing HazCat Kit.
- Protected emergency response forces, responding to calls and hazardous material incidents.
- Tracked chemical inventories and environmental sampling.
- Conducted emergency scene risk analysis to determine boundaries, proper personal protective equipment, mitigation, clean up and packaging protocols.
- Handled oxygen and gas monitors and mercury vapor analyzer.
- Inspected commercial and public buildings to comply with fire codes and inspection standards.
- Complied with company policies, as well as federal and local requirements, to maintain team and public safety.
- Utilized industry knowledge to identify and address contaminants, including asbestos lead and oil, at Ft Riley KS and deployment locations.
- Developed clean-up and removal strategy for each individual case based on materials in question and available resources.
- Used monitoring equipment to identify locations and severity of contamination in hanger structures.
- Built structures to contain spills or hazardous areas prior to clean-up and removal.

### Test Measurement Diagnostic Equipment Specialist , 02/1999 to 03/2013

US Army – City, STATE

- Installed medical equipment after comprehensive inspection, calibration and testing.
- Administered preventive maintenance on medical equipment according to equipment schedule.
- Calibrated and monitored devices following installation.
- Followed privacy regulations and safety protocols.
- Wrote and executed test procedures and documented results.
- Inspected malfunctioning medical equipment with test and analysis instruments.
- Examined facility's structural environment and equipment to protect patients and staff from electrical or mechanical hazards.
- Demonstrated correct operation and preventive maintenance of medical equipment to personnel.
- Reported data for maintenance, installations and inventory assessments.
- Conducted comparative equipment evaluations and recommended enhancements or new equipment.
- Analyzed part lists to requisition parts for repairs.
- Classified excess and in-use medical equipment condition to determine serviceability.
- Prioritized and organized tasks to efficiently accomplish service goals.
- Demonstrated leadership by making improvements to work processes and helping to train others.

## Education and Training

### MBA: Organizational Development , 12/2017

University of Incarnate Word - San Antonio, TX

### BBA: Organizational Communication, 12/2015

University of Incarnate Word - San Antonio, TX

### Associate of Arts: Liberal Arts And General Studies, 06/2002

Central Texas College - Killeen, TX

## Accomplishments

- Selected by Command as a inspection team supervisor to lead special project to train and evaluate 16 different unit's on safety processes in preparation for command inspection. Areas covered were compliance on safety including Hearing conservation, fire safety, chemical exposure and transport and many other areas for all 7000 personnel. This allow them to deploy the following year. From 2011-2013 all 16 unit's received a 80% passing score in all areas of safety.

## Activities and Honors

### Honors

20-year aClaireof continuous federal service from Department of Veterans Affairs 2013

Meritorious Service Medal 2013

Armed Forces Expeditionary Medal, 1998

Iraqi Campaign Medal w/ Silver Star; 2003, 2009, 2011

Global War on Terrorism Expeditionary Medal 2003

Global War on Terrorism Service Medal, 2003,

Army Commendation Medal (4th Award), 2003, 2004, 2008, 2011

Army Achievement Medal (4th Award) 2002, 1995; 1997; 1997;

Meritorious Unit Citation, 2012;

Valorous Unit AClaire2004,

### Volunteer Work & Community Involvement

2015 to Present Volunteered 85 hours with Habitat for Humanity to help build two homes in state of KS.

Volunteer with a local restaurant called The Friendship House, where all proceeds went to the wrestling team at Rock Creek Junior Senior High School.

### Professional Associations

TM-Toast Masters

EA-Employee Associations Member Department of Veterans Affairs

AFGE-American Federation Government Employees Union