

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Decisive Logistics Manager with talent for negotiating and implementing cost-saving measures while maintaining quality. Adapts quickly to changing needs of fast-paced and growing organizations.

SKILLS

- Inventory Management Software
- Logistics Processes Planning
- Budget Preparation and Management
- Supply Chain Coordination
- Emergency Operating Procedures
- Operations Control
- Business Operations
- Warehouse Inspections
- Data Interpretation

WORK HISTORY

04/2021 to 06/2022	General Aviation Administrator Vse Corporation – Fort Benning, GA <ul style="list-style-type: none">• Facilitated and supervised two cost center budgets.• Procured and received under the Airport's and Spaceport's cost center.• Facilitated and supervised operational and facilities procurement contracts.• Assisted in supervision of airport operations and facilities daily functions.• Supervised airport's utilities, telecommunications, badging, travel, and administrative standardization.• Managed general aviation training program.• Coordinated, gathered, reviewed, compiled, and maintained all complex files on sensitive/confidential issues.• Expert in airport documentation to include website, SharePoint, Oracle, Microsoft Office suite, airport programs and electronic file management.• Provided timely and effective customer service support for internal and external customer inquiries on airport facilities and services and provided general information.• Served as staff liaison to department heads, special committees, and boards, standing commission committees or other entities as required.• Provided administrative support and guidance to the Cecil Airport & Spaceport Director and the Cecil staff.• Travel and Training Coordinator.• Coordinated and oversaw special events.
08/2016 to 02/2021	SUPPLY MANAGER / AVIATION QUALITY ASSURANCE USCG Retired – City, STATE <ul style="list-style-type: none">• Responsible for the Quality Assurance management ensuring that all maintenance procedures are conducted safely and correctly leading to Airworthy Aircraft.• Performed Quality Assurance inspections on airframes and powerplants structural and non-structural.• Responsible for conducting time sensitive quality assurance on post depot aircraft maintenance airframe and powerplant to include documentation.• Electronically documented quality assurance of airworthy maintenance procedures for aircraft logbook.• Trained and guided aircraft maintainers to achieve a Quality Assurance qualification.• Performed daily preventative quality checks and followed with corrective actions.• Engineering Watch Captain responsible for duty section accountability, aircraft operations, emergency protocols and unit's flight schedule.• Aviation Supply Manager responsible for 15 million dollars of Type 1, 2, 4, 6, 7 Aircraft Components and \$200,000 of type 3 and 5 Aircraft Components; distributing, ordering, stocking and returning Aircraft Components and Ground Support Equipment.• Qualified to make Procurement Requests (PR) responsible for an average yearly balance of \$70,000 to purchase consumables for aviation personnel and support equipment.• Qualified as MH-65 Aircrew Member.
08/2011 to 08/2016	LOGISTIC FLIGHT COORDINATOR / SENIOR FLIGHT ENGINE USCG – City, STATE <ul style="list-style-type: none">• Duty standing MH-60T Flight Mechanic, responsible for performing hands-on, real-life crises management.• Responsible for aircraft functionality, rescue swimmer deployments, and survivor care. Assisted rescue swimmer with survivors requiring medical attention.• Unanimously voted into Flight Examining Board, trained and examined over 150 personnel.• Qualified on MH-60T, transitioned the unit's 12 HH-60J helicopters to the MH-60T helicopters and its members.• Performed over 200 Major inspections, conducting unit level maintenance on airframe and power plant maintenance cycles as a part of Heavy Maintenance Crew.• Responsible for updating and tracking 250 MH-60T personnel training records.• Responsible for setting the daily flight schedule, consisting of 8 flights a day, with appropriate personnel to complete flight missions.• Responsible for organizing 250 MH-60T personnel daily duty schedules.
06/2007 to 08/2011	AVIATION TECHNICIAN USCG – City, STATE <ul style="list-style-type: none">• Inspected equipment, systems and components for operational readiness and compliance with standards.• Scheduled and completed maintenance according to or ahead of schedule.• Trained and instructed subordinates on maintenance procedures.• Maintained up-to-date and accurate logs and permanent records.• Recorded maintenance actions in aircraft logbooks.• Removed and installed aircraft subsystem assemblies such as engines, rotors, gearboxes, transmissions and mechanical flight controls.• Assisted with aircraft and equipment transport and movement.• Completed preventive and reparative maintenance on aircraft electronics and computer systems.• Provided for servicing, maintenance and protection of aircraft while away from home station.• HH-60J and MH-60T Aircrew member. Performed training flights allowing crew members to maintain flight qualification, conducting maintenance check flights, and conducting familiarization flights as well as maintaining the aircraft while in-flight and on land.

EDUCATION

12/2023	MBA: Business Administration Embry-Riddle Aeronautical University - Daytona Beach - Daytona Beach, FL
01/2017	Bachelor of Science: Aeronautics Embry-Riddle Aeronautical University - Daytona Beach - Daytona Beach, FL

CERTIFICATIONS

Airframe and Powerplant License | Federal Aviation Administration | 2014
Commercial Operator License | Federal Communication Commission | 2009
Secret Clearance | Active | Renewed 2017