

JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105 • (555) 432-1000 • resumesample@example.com

Professional Summary

Talented administrative professional who goes above and beyond basic administrative tasks and takes on multiple projects at once. Excellent work ethic and strength in boosting morale.

Skills

- Quick learner
- Highly organized
- Attention to detail
- Flexible schedule
- Professional demeanor
- Strong communication skills
- Excellent interpersonal skills
- Exceptional customer service

Work History

Aviation Maintenance Administrationman, 11/2015 to Current

United States Navy

As an Aviation Maintenance Administrationman I performed technical, managerial, and supported duties required by the Naval Aviation Maintenance Program. Prepared aircraft and maintenance related correspondence.

- Maintained directive control and custody records, control forms, and reporting requirements.
- Planned, programmed, and coordinated schedule and unscheduled maintenance tasks and the incorporation of changes and modifications on and to the aircraft, aeronautical equipment and support equipment.
- Coordinated squadron and activity maintenance reporting requirements and recommended changes to maintenance policies and procedures.
- Organized, maintained and operated Navy Aeronautical Technical Publications Library.
 - Managed dispersed libraries.
 - Audited and trained dispersed libraries.
- Operated the Naval Aviation Logistics Command Management Information System (NALCOMIS).
 - Input, verified and validated data pertaining to the history, operation, maintenance, configuration, receipt, and transfer of naval aircraft, related aeronautical equipment, and components installed on those equipment.
 - Maintained operations department flight data historical files and aviator data.
 - Setup and administered basic Local Area Networks (LAN) in support of detachment processing.
 - Liaised with shore Information Technology personnel for LAN support for NALCOLMIS.
 - Maintained data integrity between operations and maintenance departments.
 - Managed NALCOMIS hardware and software upgrades.
 - Provided support and assistance to organizational staff areas.

Airman Professional Apprenticeship Track, 07/2013 to 11/2015

United States Navy

- Performed apprenticeship duties required in the operation of naval activities.
 - Assisted in maintenance of aircraft and associated aeronautical equipment.
 - Serviced and cleaned aircraft.
 - Assisted in aircraft handling.
- Tool Room Representative
 - Managed over 22 million dollars worth of hazardous material, tools, and maintenance gear.
 - Inventoried all tool room tools, gear and hazardous material; to ensure each piece was 100% ready for maintenance use everyday.
 - Inspected over 233 pieces of hazardous material weekly checking for valid expiration dates, proper storage and Material Safety Data Sheets.

Education

Associate of Science: Entrepreneurship and Small Business Management, Current
Coastline Community College - 11460 Warner Avenue, Fountain Valley, CA 92708