

# JESSICA CLAIRE

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## Summary

Communications and data expert. Motivated to learn and excited to use previously garnered skills in a new and challenging work environment. Dedicated to my community and to upholding the laws and practices that keep our state prosperous and safe.

## Skills

- Self motivated. Manages workload effectively.
- Quick study. Motivated in learning duties.
- Team player. Clear communicator with peers.
- Managerial experience and training.
- Reliable. On time, and prepared for each duty day.
- Strives to maintain integrity professionally and personally.

## Experience

**Air Education Command Technical Instructor**, 03/2013 to 04/2015

**Eldorado Resorts, Inc.** – Bettendorf, IA

-U.S.A.F. specialized technical instructor for the 1C5X1 career field (Command & Control, Air Battle Management). Air Education Training Command instructors are the sole providers of recent Basic Military Training graduates in their follow-on training and initial career qualifications.

-A.E.T.C. instructors provide continued training in Air Force code of conduct, military bearing and discipline. Ensured newly qualified Airmen are capable of performing their duties and following military protocols upon reaching their first job assignment.

-U.S.A.F. Technical Instructor duties include the instruction of 10+ classes of 5 or more students in the initial instruction of their career field during an intensive 3 ½ month training course. Course Cadre coordinate lodging, financial compensation, curriculum updates, and are responsible for 40+ hours a week of academic instruction in formal classroom setting.

-Instructional duties regularly included the handling of sensitive and private student information records regarding financial, medical, and career progression items.

-Instructor evaluator. Conducted impartial evaluations and written reports on students conduct and performance. These items had significant impact on career advancement.

**Surveillance Technician**, 04/2009 to 04/2015

**United States Air Force** – City, STATE

-Surveillance Technician duties included conducting real time coordination and control for live military air and ground operations. These operations required expert level knowledge of communication technology, as well as clear and concise communication abilities.

-Served as unit coordinator during two military deployments. The duties for this position included maintaining communication with outside agencies, relaying sensitive information to leadership and working closely with high ranking officials from international agencies.

-Four years experience working as front office personnel. Eight hour alternating shifts managing multiple phone lines, email communications, as well as managing the daily schedule for all office departments. Proficient in Microsoft office products and data input/management.

-Prisoner transport trained. Held qualification for the transport of military personnel to and from court-martial hearings and Fort Leavenworth, Disciplinary Facility.

## Education and Training

**Bachelor of Arts: Health And Human Services**, 12/2016

**Ashford University** - San Diego, CA

**Bachelor of Arts: Social & Criminal Justice**, 07/2015

**Ashford University** - San Diego, CA