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# JESSICA CLAIRE

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## SUMMARY

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Dedicated logistics manager with extensive experience leading diverse teams under a range of adverse conditions. Highly trained in all aspects of supply chain management, including purchasing, budgeting, storage, distribution and integrated logistics and accounting systems.

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## EXPERIENCE

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**Aviation Supply Logistics Manager**, 05/2014 - 08/2016

**UNITES STATES MARINE CORPS** – City, STATE

Responsible for advising the Supply Officer on all operational and personal issues pertaining to the 103 Marines and Sailors within the supply department. Responsible for ensuring the Supply Department is combat ready and deployable with all essential personnel and equipment.

Administered professional development and mentoring programs daily.

**Director, Senior Enlisted Course and Lejeune Leadership Institute**, 06/2011 - 05/2014

**UNITED STATES MARINE CORPS** – City, STATE

Responsible to organizing, scheduling and managing all personnel administrative and academic functions. Facilitated the graduation of 407 senior enlisted leaders.

**Accounting and Supply Management Operations Manager**, 05/2001 - 06/2011

**UNITED STATES MARINE CORPS** – City, STATE

Monitored and managed over 30 million dollars in Operations and Maintenance, Navy funds for Aviation Operations Maintenance, Flight Operations, and Government Purchase Card funds during Iraqi Freedom.

**SENIOR DRILL INSTRUCTOR**, 04/1997 - 05/2001

**UNITED STATE MARINE CORPS** – City, STATE

Trained 317 Marine Corps recruits into smartly disciplined, physically fit, basically trained United States Marines. Mentored and supervised over 12 new Drill Instructor school graduates into well trained and procedurally sound Drill Instructors.

**AVIATION SUPPLY LOGISTICIAN**, 08/1987 - 05/1997

**UNITED STATES MARINE CORPS** – City, STATE

Responsible for performing financial, inventory, material, facilities and storage management and requisitioning procedures.

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## EDUCATION

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**Master of Arts: Management and Leadership**, 2011

**Webster University** - St Louis, MO

**Bachelor of Science: Business Management**, 2007

**University of Maryland, University College** - Adelphi, MD