

Jessica Claire

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SUMMARY

- Solutions-focused, versatile management professional offering a comprehensive background supporting U.S. military operations in roles of increasing responsibility during four years in the Marine Corps. Effective communicator who quickly masters new roles and technologies to achieve positive results.

HIGHLIGHTS

- Lean Six Sigma (Green Belt), Log and Records Clerks, Aircraft Systems Configuration Management
- FAME Operator, Team leader, Computer System Operator

EXPERIENCE

AVIATION MAINTENANCE ADMINISTRATION SPECIALIST

06/2010 to CURRENT

UNITED STATES MARINE CORPS

50/60 week

- VMFA (AW)-224 Office and Program Manager for a fleet of 16 FA-18D aircraft. In charge of four subordinates, and responsible for over 400 million USD of aircraft, aircraft records, and technical systems.
- Processed and screened for accuracy over 15,000 maintenance related work orders for five different types of aircraft with a correction rate of less than 5%.
- Assisted the SPAWAR Implementation team for the installment of NACOMIS OMA. Which updated the legacy database to a more efficient maintenance-working environment. This was a NAVY and US Marines Fleet wide transition.
- Transition aircraft logbooks from paper to paperless and transferred more than 20 years of maintenance history into computer database format (NACOMIS OOMA).
- Leadership, instruction, and supervision of four personnel.
- Accountable for all operations of a busy office, including training and administrative support of personnel.
- Handled customers effectively by identifying needs, quickly gaining trust, approaching complex situations and resolving problems to maximize efficiency.
- Maintained a record keeping and reporting system for all administrative reports and correspondence, as well as directives library.
- Received certificate of commendation for performance of duties during this period. For turning two failing programs around in minimal amount of time.
- Maintained a record keeping and reporting system for all administrative reports and correspondence, as well as directives library.
- Ensured that all reports, accounting reports, and all related correspondences were reviewed for accuracy, validity, and sent in a timely manner.
- Maintained record keeping systems for all administrative reports and directives ensuring that all reports were submitted in a timely and accurate manner to higher headquarters.
- Computer systems and working expertise in NALCOMIS Legacy, AMHS, NALCOMIS OOMA, DECKPLATE, MSHARP, NALDA, AIRRS, Microsoft NT 4.0, Microsoft Windows 95, 98, XP and Microsoft Office suite, Symantec Antivirus, and MacAfee Total Protection.
- Secret Clearance required to serve in assigned tasks.

EDUCATION AND TRAINING

Aviation Maintenance Administration Course, Meridian, MS

Aircraft Maintenance Administration specialist Certification
ALSS Certification

Configuration Management Certification
Lean Six Sigma (Green Belt) Certification

HIGH SCHOOL DIPLOMA
Roberto Clemente High School, Chicago, IL, US

RECOGNITION

- Received Global War on Terrorism Service Medal
- Received National Defense Service Medal.
- Received numerous letters of appreciation for volunteering and helping
- Received Certificate of commendation