

JESSICA CLAIRE

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

Professional Summary

Work over rig operator at key energy with Leadership experience and exceptional people skills. Versed in well site set up and [All phases of Well site functions]. Desires a challenging role as a [consultant].

Core Qualifications

- Operations management
- Excel in [crew management, leadership]
- Proficiency in [making sure job is done the right way]
- Quick learner
- Deadline-driven
- Exceptional multi-tasker
- Decisive problem solver
- Organized and efficient
- Motivated team player
- Sound judgment
- Managing large crews
- Expertise in [preparation and follow thru]
- Quality control
- OSHA regulatory compliance
- Dependable independent worker
- Excellent plan comprehension
- Troubleshooting
- Customer service skills
- Good at following instructions
- Training and development
- Client-focused
- Knowledgeable of quality control standards
- First Aid training ([annually])
- Natural leader
- Solid independent worker
- Basic math skills
- Troubleshooting at component level
- Solid communication skills
- Strong interpersonal skills
- Strong organizational skills
- Strong work ethic
- Team player
- Valid CA driver license
- Deadline driven
- Manual labor skills
- Flexible work schedule
- Establishing goals and setting priorities
- Good mechanical aptitude
- Good verbal/written communication skills
- Power tools
- Lifting up to 100 lbs
- Production line/assembly line forklift experience
- Proficiency with mechanical and electric tools
- Detail-oriented

Experience

Consultant, 01/2020 to 03/2020

Transunion – Saint Cloud, MN

- Performed research analysis to ascertain detailed client need.
- Established quality standards and performed work according to project schedules.
- Oversaw project schedules and evaluated progress toward important milestones at every phase of project.
- Assembled action item roadmaps to detail initiatives and provide insight into reporting for budgeting and planning specifics.
- Met with stakeholders, contractor product teams and customers throughout system development life cycle.
- Documented research findings and prepared polished reports highlighting results and potential improvement strategies.
- Furnished custom-tailored advisory services to boost performance, hiring practices and management systems.
- Coordinated with project partners to develop system analysis and new system design based on client specifications.
- Evaluated internal systems and prepared training initiatives to mitigate ongoing problems.
- Laid out consulting services governing orders, activities, schedules and employee performance.
- Updated all stakeholders on key project milestones on monthly basis.
- Recorded and reported job-related activities, findings, discrepancies and decisions.
- Reviewed diverse organizational problems to assess concerns with areas such as workflows, communication and cost controls.
- Reviewed processes for approving applications, generating notes to contribute toward new processes.
- Coordinated with appropriate departmental staff members to assign proper procedures for project implementation and strategic aim.
- Listened to clients' needs and assisted with identifying and securing appropriate services.
- Implemented needs assessment mechanisms to identify demand for products and services.
- Oversaw and supervised onsite consultant teams and liaised between team and business executives.
- Adhered to guidelines and enabled compatibility through effective analysis and troubleshooting.

Fishing Tool Hand, 10/2019 to 01/2020

Donaldson Companies – Greeneville, TN

- Assisted assessment of finalized product development to maintain QC standards.
- Completed product assembly according to standardized procedures.
- Used company tracking system to locate and pick merchandise to fulfill daily customer orders.
- Set up and operated production equipment according to daily work orders and safety procedures.
- Calibrated and adjusted equipment using tools such as calipers, micrometers, height gauges, protractors and ring gauges.
- Recognized defective material and reported issues to management to facilitate prompt resolution.
- Unloaded incoming products off trucks, sorted items in staging area and transported items to final storage locations.
- Operated hand trucks, forklifts and scissor lifts.
- Built and packaged products to comply with multiple work orders and deadlines.
- Improved operations by working with team members and customers to find workable solutions.
- Prioritized and organized tasks to efficiently accomplish service goals.
- Performed site evaluations, customer surveys and team audits.
- Defined strategies and created a plan to achieve ambitious operational objectives.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Kept team on track by assigning and supervising their activities and giving constructive feedback.
- Resolved interpersonal conflicts by listening, finding common ground and building relationships.
- Demonstrated self-reliance by meeting and exceeding workflow needs.

Operator, 01/2011 to 08/2018

Key Energy An Services – City, STATE

I have worked for key energy services for 8 years . I am currently a operator.I have been a operator for 6 years. I have worked floors and derrick hand . I'm good at running a crew, lining guy's up for each task.

Things I have done.

Completions and production, pulled 4 1/2 picked up 4 1/2, fished seal assembly's, fished rods , fished standing valves , squeeze jobs , p/a plug and abandoned , anchors , packers hornet packers,over shots, jars, collars, accelerators, bumper subs , power swivel , hanger breach lock hangers , bop's change rams, ran both steel and fiber glass rod's, good at spacing out pump's , figuring out stretch , hydro testing , scan log, wire line , mud pump operations , bit and scrapers, hot hornet jobs , drilled plugs ,clean outs , junk baskets , bridge plugs. CPR training , loader training. For the last 4 years i have been on completions,fishing drilling plugs ,clean outs

- Monitored operating power plant equipment and readouts to identify problems and pursue corrective action.
- Maintained correct temperature, levels and pressures on process systems and equipment.
- Created and maintained daily activity logs to track ongoing operational performance.
- Identified machinery issues and repaired parts to keep equipment up and running.
- Removed and replaced tools and dyes to complete various tasks.
- Cleaned and lubricated equipment on regular schedules to maintain life of machinery and achieve consistent operations.
- Put completed products into packages and moved to staging locations.
- Accomplished tasks according to schedule, assisting team members to meet deadlines.
- Set up machines for various jobs to maintain compliance with manufacturing thresholds and waste reduction initiatives.
- Reviewed documentation and work order requirements.
- Received and processed written and verbal instructions, prints and work orders.
- Practiced safe lockout-tagout procedures to prevent injury to personnel during maintenance procedures.
- Regulated system conditions to balance power generation, cost and safety concerns.
- Maintained open communication with systems operators to keep line voltages, transmission loads and frequencies in check.
- Selected proper cutting tools, calculating parameters to manufacture components and parts.
- Operated, maintained and performed repairs on [Type] equipment.
- Evaluated materials for quality and sorted parts and final products.
- Compiled operational data into reports to help management spot trends and resolve problems.
- Calibrated each machine at beginning and end of each shift.

Education

GED
Hidden Valley High School - Grants Pass, Oregon