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Lauren Yu

Professional Summary

As a soon-to-be U.S. Air Force veteran with 4 years as a maintenance operations controller and avionics technician. Proven expertise in data entry, meticulous tracking of fleet health, and contributing to mission success. Adept at managing critical information, demonstrating exceptional organizational skills and attention to detail.

SKILLS

- Data Entry and Analysis: Proficient in entering data accurately into databases and spreadsheets, with a keen eye for detail and precision. Skilled in analyzing various metrics for tracking purposes
- Communication and Coordination: Effectively respond to inquiries, calls, and emails. Collaborate with team members and coordinate activities to ensure operational efficiency.
- Technical Proficiency: Utilize Microsoft Office Suite for creating presentations and reports. Well-versed in avionics systems maintenance, troubleshooting, and upgrades

EXPERIENCE

United States Air Force, Beale AFB — Maintenance operations controller

May 2022 - PRESENT

- Entrusted with accurate data entry, ensuring precision in tracking various metrics
- Proactively verified and corrected data discrepancies, maintaining data integrity
- Efficiently responded to incoming calls and emails, providing accurate information and support
- Maintained accurate records of all dispatch activities, including driver logs, shipment records, and other relevant data
- Collaborated with team members to prepare presentations and reports for senior management
- Monitored aircraft movements and directed personnel to provide support and services as needed
- Monitored radio and telephone communications and directed emergency response personnel to incidents

United States Air Force, Beale AFB — Avionics Technician

March 2021 - May 2022

- Conducted routine maintenance, repairs, upgrades, and troubleshooting of avionics equipment and systems for the U-2 aircraft
- Facilitated training sessions for junior personnel, contributing to skill development
- Worked with a team of technicians to ensure aircraft systems were functioning optimally
- Documented maintenance activities, ensuring compliance with safety and quality control standards

Ross Dress For Less, Bloomington IL — Retail Associate

June 2019 - March 2020

- Greeted and assisted customers in a friendly and professional manner, providing product information and recommendations based on individual needs
- Operated cash register and handled cash transactions, ensuring accuracy in processing payments, providing change, and issuing receipts
- Maintained a clean and organized sales floor, restocking merchandise, and arranging displays to enhance visual appeal
- Addressed customer inquiries, concerns, and complaints, resolving issues promptly and ensuring customer satisfaction

EDUCATION

Glenbard West, Glen Ellyn — *High School*

August 2014 - May 2018