

JESSICA CLAIRE

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Professional Summary

Dedicated, responsible Class A driver with a clean driver's license. Self-motivated and customer-focused. Exceptional leader talented at leadership, communication, and management skills. Excellent team player with over 20 years of experience in the military and trucking industry. Talented Mechanist Tech with more than 8 years of experience developing and executing maintenance programs. Excellent troubleshooting skills. Areas of expertise include mechanics, technology, and management.

Key Skills

- Quality control
- OSHA regulatory compliance
- Dependable independent worker
- Clean D.O.T.
- Good at following instructions
- Solid communication skills
- Strong organizational skills
- Strong work ethic
- Team player
- Timely project completion

Work Experience

Automobile Transporter, 04/2014 to Current

Hartung Glass â€” Renton, WA,

- Conducted daily DOT pre-trip inspections according to a set checklist.
- Hooked and unhooked trailers from the tractor.
- Coordinated daily delivery schedules based on customer schedules, peak delivery times and alternate routes.
- Perform emergency repairs including service hydraulic system.
- Maintain accurate records such as vehicle logs, records of cargo and billing statements in accordance with regulations.
- Obeyed traffic laws and followed established traffic and transportation procedures
- Transported freight from origin to destination in a safe and timely manner.

Driver/Car Hauler, 08/2009 to 04/2014

Fleet Car Carrier â€” City, STATE,

- Coordinated daily delivery schedules based on customer schedules, peak delivery times and alternate routes.
- Conducted daily DOT pre-trip inspections according to a set checklist.
- Maintained records required for compliance with state and federal regulations.
- Interacted with customers and vendors in a friendly and timely manner.
- Transported freight from origin to destination in a safe and timely manner.
- Checked load accuracy and stability before each trip.
- Picked up customer loads in a timely and accurate manner.
- Maintained telephone and radio contact with supervisor to receive delivery instructions.
- Conducted emergency roadside repairs, including changing tires, replacing light bulbs and installing fuses and tire chains.
- Recorded expenses and maintained receipts.

Independent Contractor, 01/2006 to 08/2009

REJK Auto Transport, Inc â€” City, STATE,

- Facilitated successful internal and external audits through sound and thorough documentation.
- Composed effective accounting reports summarizing accounts payable data.
- Posted receipts to appropriate general ledger accounts.
- Reconciled discrepancies between accounts receivable general ledger account and accounts receivable trial balance account.
- Balanced monthly general ledger accounts to accurately record cost and month end accruals.
- Supervised invoice processing, purchase orders, expense reports, credit memos and payment transactions.
- Process accounts payable for 3 employees.
- Entered financial data into the company accounting database to be verified and reconciled.
- Tracked financial progress by creating quarterly and yearly balance sheets.
- Streamlined bookkeeping procedures to increase efficiency and productivity.
- Developed monthly, quarterly and annual profit and loss statements and balance sheets.
- Performed periodic budgeting/modeling to project monthly cash requirements.
- Drove car transporter, applying knowledge of commercial driving regulations in order to assure prompt

delivery to dealerships.

- Verified the contents of inventory to match bill of lading forms.
- Maintain driver log.

Driver/Car Hauler, 09/2004 to 01/2006

Auto Carrier Express â€” City, STATE,

- Transport automobiles from manufacturing plant to the dealership.
- Worker directly with training, departments, co-signees, and management to achieve on prompt deliveries new and pre-owned vehicles.
- Perform emergency repairs including service hydraulic system.
- Maintain accurate records such as vehicle logs, records of cargo and billing statements in accordance with regulations.
- Obeyed traffic laws and followed established traffic and transportation procedures.
- Trained New drivers.

Driver/Car Hauler, 07/2003 to 09/2004

The Waggoner's Trucking â€” City, STATE,

- Coordinated daily delivery schedules based on customer schedules, peak delivery times and alternate routes.
- Obtained and maintained proper delivery authorization and pickup documentation.
- Conducted daily DOT pre-trip inspections according to a set checklist.
- Loaded and unloaded trailers with mechanical freight handling equipment.
- Delivered personal Vehicles to homes and places of business within established time frames.
- Interacted with customers and vendors in a friendly and timely manner.

Driver, 08/2000 to 04/2003

Centurion Auto Transport â€” City, STATE,

- Safely loaded and unloaded deliveries according to size of load and content description.
- Transported deliveries locally and over the road.
- Managed discrepancy documentation for incoming shipments.
- Submitted all delivery documentation in a timely manner.
- Maintained a daily, legible DOT log book and submitted corresponding documents.
- Completed basic maintenance such as minor repairs to keep vehicle neat and running properly.
- Reported all accidents, damage and malfunctions involving company equipment to management.
- Inspected the truck for defects and safe operating condition before, during and after trips.
- Established and maintained excellent customer relationships.
- Answered customer questions regarding delivery promptly and accurately.
- Loaded and unloaded freight to assure safety and minimize risk of damage and dangerous conditions.

Aviation Machinist Mate, 03/1992 to 08/2000

United States Navy â€” City, STATE,

- Supervised the creation and validation of anti-terrorism plans on all ships.
- Developed and led training programs in preparation for combat.
- Operated and maintained communications equipment.
- Documented and processed classified materials.
- Recommended retransmission equipment employment based on capabilities of the equipment and the mission requirements.
- Guided and coordinated unit's force protection programs to meet fleet requirements.
- Planned and briefed personnel on missions.
- Established and commanded field communication operations.
- Routinely checked measuring equipment to resolve testing problems.
- Monitored production operations for compliance with specifications and promptly reported defects.
- Discarded and rejected products, materials and equipment that did not meet specifications.
- Worked within flight operations to maintain a culture of safety with efficient procedures.
- Prepared and filed flight plans both domestic and international, utilizing all available resources and aircraft capabilities for maximum efficiency.
- Ensured that all aircraft operational matters were within manufacturers, FAA and company limits including fuel loading, weight and balance and performance measures.
- Coordinated communication between air traffic control and maintenance personnel.
- Performed and supervised airfield management activities.
- Monitored gauges, warning devices and control panels to verify aircraft performance and to regulate engine speed.
- Calculated the aircraft weight and balance, performance and fuel requirements.
- Assisted with the Safety Risk Management (SRM) process.
- Announced and demonstrated safety and emergency procedures.

Specialized Training

: Truck Driving, 2000

Road Master Truck driving School - Jacksonville, Florida

GPA: GPA: 3.7

Class A CDL License

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Road Master Truck Driving School - Jacksonville, FL

GPA:

Class "A" Commercial Driver License (CDL)

Credentials

TWIC card