

# JESSICA CLAIRE

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## Summary

Military professional with 11 years experience in team management, administrative accountability and supply management. Effectively managed more than \$300 million in personal and procurable equipment. A value asset to the Aviation Supply Department I was able to perform in many areas of logistical support ranging from safety of equipment and personnel to proper shipping and handling of material. Several characteristics and traits are developed while serving on active duty. Responsibility, accountability, trust, judgment, and leadership just to name a few. Growing and advancing in the ranks of a Marine, it takes a great deal of Pride, Honor, Courage and Commitment. My experience has allowed me many great opportunities to develop and enhance these traits and over time, some of these traits become a requirement. That's when the accountability and leadership skills begin to take over. As a Leader of Marines, I took charge of my subordinates supervising the functionality of proper and professional warehouse management and customer service.

## Highlights

- Effective team leader
- Supply and logistics planning
- Data management
- Extremely organized
- Six Sigma
- Inventory Specialist
- HAZMAT handling
- Trained in emergency response
- CPR certified
- Secret Security Clearance
- Valid CA driver license

## Accomplishments

- Global War on Terrorism Service Medal
- Global War on Terrorism Expeditionary Medal
- Afghanistan Campaign Medal
- North Atlantic Treaty Organization Medal NON-Article 5
- Good Conduct
- Presidential Unit Citation
- Managed over \$300 million of personal and command equipment with no deficiencies losses or damages
- Maintained 100% accountability of a large section of equipment worth over \$500 million during multiple overseas deployments
- Received 100% mission capable grade for the Commanding General's Functional Area Inspection
- Supervised, managed and pulled 2500 line items for forward operating support with "zero" discrepancies and 100% validity

## Experience

**Aviation Supply Specialist**, 04/2002 to 06/2013

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

- The supply administration and operations OccFld includes aviation supply specialists who supervise, lead, or perform highly technical functions in the areas of aviation unique applications of managing, regulating, coordinating, or otherwise exercising control over supplies, equipment, or other material. The work includes numerous phases of automated material management including initial planning, provisioning and requirements determination, acquisition and distribution, accountability, and ultimate issue for consumption, retention or disposal. Fiscal accounting and purchasing procedures are performed in accordance with Federal Acquisition regulations. Qualifications required include, personal computer operation skills, familiarity with terminology, proficiency in key boarding, basic understanding of data entry, application, and manipulation. Duties involved administrative and government specific procedures for the use of material.

## Education

**Certificate of Completion**: BASIC LEADERSHIP AND MILITARY STUDIES, 2013

**Marine Corps Institute** - Camp Pendleton, CA

GPA:

Adhering to Marine Corps Orders and Directives, Specific training and education requirements were assigned and needed to be completed annually. The Marine Corps Institute had several courses of study to enroll in. Courses of study varied on Occupational Specialty to Safety of Weapons and Weapons Handling, Leadership Traits, Leading Marines, as well as English, Spelling and Mathematics

**Certificate of Completion:** Military Leadership, 2006

**Marine Corps Institute** - New River Marine Corps Air S, CA

GPA:

This was a school house setting split into groups focusing on the abilities to act as small group leader, Council and administer personnel. Commute orally and in writing. Understand and communicate Marine history and traditions and employ small group tactics and weapons. Develop and enhance superior leadership skills, tactful and appropriate discipline techniques and critical thinking skills

**Select One:** NAVAL AVIATION SURVIVAL TRAINING, 2006

**Marine Corps Institute** - Cherry Point Marine Corps Ai, CA

GPA:

The course includes an Overview of the Naval Aviation Survival Training Program, Classroom Instruction of Aviation Physiology, an appropriate Low Pressure Chamber brief/flight (exception: prospective helicopter aircrew), Stress and Human performance presentation, classroom presentation and laboratory evolution on Sensory Physiology, class and lab on Combat/Survival First (SELF) Aid, class and lab on Aviation Survival Swim Skills, class and lab on Underwater Problem Solving Skills, class and lab on Multi-place Aircraft Underwater Egress skills, class and lab on Extended Sea Survival, and a written final examination

**High School Diploma:** K1-12, 2001

**Monroe Senior High** - Cherry Point Marine Corps Ai, CA

GPA:

### **Skills**

Inventory Specialist

Leader

Communication

Organization

Computer

### **Additional Information**