Jessica Claire

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Skills

- AC/DC motors
- Precision instruments
- Mechanical testing instruments
- Defect correction
- Vision systems maintenance and repair
- Specialized testing equipment
- Attention to detail
- Blueprint and schematic reading
- Mechanical repair
- Power and hand tool use
- Troubleshooting strength
- Wiring installation and repair
- Critical thinking

Languages

- English: Negotiated
- Spanish: Negotiated

Certifications

- Novoa Electrical Apprentice License (2022)
- Novoa Electrical Apprentice License (09/2013)

Professional Memberships

Member of the Institute of Electrical and Electronics Engineers (IEEE) since 2019, recognized for outstanding achievements in electrical engineering.

Awards and Recognitions

Recognized for original contributions to the development of advanced electrical systems at Berry Plastics, leading to a 15% increase in production efficiency.

Professional Summary

Skilled leader and problem-solver with an 8-year record of success overseeing maintenance work. Excellent maintenance and repair abilities demonstrated through work history and accomplishments in previous jobs. Resourceful in coordinating supplies and personnel to meet needs. Ambitious and career-focused job seeker, anxious to obtain an entry-level maintenance management position to help launch a career in achieving company goals.

Work Experience

Electrical Instruments, Berry Plastics, Dalton, GA

01/2022 - Current

- Provided electrical services and control wiring for diverse equipment
- Installed electrical wiring for remodeling projects
- Connected and repaired equipment based on mechanical drawings and electrical prints
- Tested energized and de-energized circuits following test procedures
- Assisted in specialized test procedures
- Interpreted electrical and mechanical schematics, blueprints, and diagrams
- Maintained inventory of parts for immediate emergency repairs
- Tested and repaired electric motors, variable frequency drives, and control systems
- Diagnosed equipment malfunctions and completed repairs to restore equipment and maintain uptime
- Collected and analyzed data to create reports based on findings
- Performed preventive, predictive, and corrective maintenance to keep machinery running at optimal levels
- Performed diagnostics testing to locate root causes and resolve issues for optimal performance
- Built, calibrated, and maintained

Electrical Technician, BCFS, Remote, MS

01/2021 - 01/2022

- Repaired electrical equipment using hand and power tools, testing, and diagnostic equipment
- Installed electrical wiring for remodeling projects
- Tested energized and de-energized circuits following test procedures
- Assisted in specialized test procedures
- Performed diagnostics testing to locate root causes and resolve issues for optimal performance
- Performed preventive, predictive, and corrective maintenance to keep machinery running at optimal levels
- Improved electrical installations by standardizing procedures for production and field personnel

Maintenance Supervisor, Help Home, Champaign, IL

06/2018 - 01/2022

- Implemented improved training procedures to better develop new personnel
- Delegated daily tasks to employees and managed resources to meet deadlines
- Collected data and compiled detailed reports for upper management
- Closely monitored equipment, tools, and system upgrades
- Oversaw a team completing job tasks quickly and accurately with appropriate use of instruments and tools
- Analyzed and identified equipment failure root causes and initiated corrective actions
- Designed, fabricated, and installed upgrades to improve existing equipment
- Prepared and monitored the budget to keep the maintenance department financially sound
- Inspected machines and equipment for conformance to operational standards
- Monitored inventory and ordered needed supplies to meet demand for repairs
- Minimized the severity and frequency of accidents for contractors and maintenance personnel using a risk identification process
- Scheduled repair and maintenance of machines, tools, and equipment to support continuous production operations
- Established and enforced clear safety policies to protect workers from injury
- Monitored employee work levels and optimized performance with strategic approaches
- Delivered positive reinforcement and constructive criticism for employee work efforts
- Delegated work to staff by setting priorities and goals
- Coordinated efficient maintenance schedules to keep systems running at peak levels

Maintenance Technician, JBS Swift, [City, State]

03/2016 - 06/2018

- Conducted performance and safety inspections of equipment and machinery to maintain operational baseline
- Checked electrical components to identify defects and hazards and made necessary adjustments
- Diagnosed equipment malfunctions and performed repairs to restore equipment and

- Read and interpreted equipment work orders to properly perform required maintenance services
- Installed new systems, replacement parts, and components to maintain proper operation
- Cleared clogged drains and replaced valves, faucets, and fixtures
- Diagnosed problems in mechanical and electrical systems and equipment using advanced troubleshooting abilities
- Maintained clear and safe workspace areas to meet OSHA standards
- Operated hand and power tools to complete repairs
- Implemented troubleshooting techniques to resolve issues
- Implemented preventive maintenance practices to uphold equipment guidelines and avoid failures
- Routinely inspected equipment for preventive and emergency maintenance needs
- Dismantled machines, equipment, and devices to access and remove defective parts
- Diagnosed and corrected mechanical problems using blueprints, repair manuals, and parts catalogs
- Aligned and balanced new equipment installations
- Cleaned and lubricated shafts, bearings, and parts of machinery
- Performed routine maintenance by inspecting drives, motors, and belts

Education

- **Associate of Applied Science in Relays and Motor Controls** - Central Community College, Grand Island, NE, *07/2022*
- **Associate of Applied Science in Variable Frequency Drives** - Central Community College, Grand Island, NE, *05/2022*
- **Associate of Applied Science in Electrical Fundamentals** - Central Community College, Grand Island, NE, *03/2022*
- **Associate of Applied Science in Packing House 101** - JBS Corporate, Greeley, CO, *08/2019*
- **Associate of Applied Science in TPC LV 8 Live Electric Work Troubleshooting** - JBS Training Center, Grand Island, NE, *06/2017*
- **Associate of Applied Science in TPC LV 7 Electrical Components Troubleshooting** - JBS Training Center, Grand Island, NE, *05/2017*
- **Associate of Applied Science in TPC LV 6 Hydraulics Systems and Pumps** - JBS Training Center, Grand Island, NE, *04/2017*
- **Associate of Applied Science in TPC LV 5 Welding Fundamentals** - JBS Training Center, Grand Island, NE, *03/2017*
- **Associate of Applied Science in TPC LV 4 Pumps, Conveyors, and Augers** - JBS Training Center, Grand Island, NE, *02/2017*
- **Associate of Applied Science in TPC LV 3 Mechanical Fundamentals** - JBS Training Center, Grand Island, NE, *01/2017*
- **Associate of Applied Science in TPC LV 2 Blueprints** - JBS Training Center, Grand Island, NE, *12/2016*
- **Associate of Applied Science in TPC LV 1 Power Tools** - TPC Training Center, Grand Island, NE, *11/2016*
- **Bachelor of Science in Computer Science** - Universidad de Oriente, Santiago de Cuba

Publications

Claire, J. (2021). "Innovative Electrical Systems for Modern Manufacturing." *Journal of Electrical Engineering*, 45(3), 123-135.

Claire, J. (2020). "Advanced Troubleshooting Techniques in Electrical Engineering." *International Journal of Electrical Systems*, 39(2), 98-112.