

**Jessica Claire**

## Contact Information

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## Professional Summary

Military professional transitioning from a career in the United States Navy. Experienced in intelligence with a strong work ethic. Proven leader with the ability to accomplish tasks assigned to the team.

## Skills

Critical thinking

ASVAB score: 82

Secret security clearance

Organized

Quick learner

Team leader

## Education

### Wake Technical Community College, Raleigh, NC

*Current*

High School Diploma

Completed credits necessary for transfer

### American Military University

*Starting*

Dual major in Intelligence Collections and Intelligence Operations

President's List

Dean's List

## Work Experience

### Aviation Ordnance, DRM Arbys, Beatrice, NE

*04/2011 - 04/2015*

Assembled ordnance for combat readiness

Maintained magazines and storage for munitions

Loaded and maintained millions of dollars worth of ordnance

Assistant Command Fitness Leader (ACFL)

Oversaw fitness enhancement program

Conducted fitness sessions ranging from individualized training to large group sessions

Monitored and logged sailors' fitness in accordance with program guidelines

## **Assistant Manager, Department of Defense, Niagara Falls, NY**

*04/2015 - 08/2016*

Led employees to maximize time management and proper car washing procedures

Ensured overall maintenance of car wash tunnel

Delegated tasks to 40 employees to maximize labor hours and minimize costs

Logged daily numbers in Microsoft Excel for district manager

## **Intelligence Specialist, United States Navy**

*01/2016 - Current*

Collected, processed, analyzed, organized, and disseminated information

Prepared detailed briefs and communicated intelligence

Plotted data using maps and charts

Utilized intelligence databases and libraries to prepare information

Served as a peer reviewer for scholarly publications in the field of intelligence

Member of the International Association for Intelligence Education (IAFIE)

