

JESSICA CLARK

PROFESSIONAL SUMMARY

Dedicated Shift Supervisor with track record of success ensuring productivity within demanding environment. Effective team leader at meeting deadlines and ensuring highest standards of organization. Implements methodical and thorough approach to leadership. Dedicated Program Director adept at managing programs. Bringing deep understanding of what it takes to run high-quality program and achieve desired results. Astute Administrative Assistant with experience managing data and controlling recordkeeping. Expert at optimizing processes to improve data retrieval and storage procedures, reduce physical storage needs and maintain security of information. Skilled at researching and resolving discrepancies.

ACCOMPLISHMENTS

- Navy and Marine Corps Achievement Medal
- 2017 - Distinguished service during tour of duty
Battle "E" - 2016 - Unit award for efficiency.
Korea Defense Service Medal (x2)
- Good Conduct Medal (x3)
Global War on Terrorism Service Medal
National Defense Service Medal

SKILLS

- P>Supervision**
P>Flexible & Adaptable
P>Troubleshooting
P>Program leadership
P>Quality assurance
Tools and Equipment Maintenance
- P>Teamwork**
P>Multitasking abilities
P>Policy and procedure improvements
P>Lean / Six Sigma
P>Human Resource Management

WORK HISTORY

- MAINTENANCE SHIFT SUPERVISOR** 06/2017 to 09/2021
United States Navy, Helseacombatron 2, Norfolk, VA
- Monitored safety compliance to maintain strict standards and protect team members from harm.
 - Shrunk knowledge gaps with ongoing training and close employee mentoring for new and less experienced team members.
 - Evaluated final results to determine quality levels and isolate root causes of any identified faults.
 - Organized ongoing maintenance schedules to boost system performance.
 - Monitored priorities and liaised between maintenance team and management, delegating tasks to complete on time.

- Reduced equipment downtime by implementing effective preventive maintenance programs.
- Coordinated with vendors and suppliers to procure necessary replacement parts at competitive prices, reducing overall maintenance costs.
- Implemented safety protocols, resulting in reduced workplace accidents and increased adherence to industry regulations.
- Conducted regular equipment inspections, identifying issues before they escalated into major problems.
- Ensured compliance with company policies as well as local, state, and federal regulations throughout all maintenance operations.
- Evaluated employee performance regularly, providing constructive feedback that contributed towards their professional growth.
- Oversaw the completion of routine maintenance tasks to ensure optimal equipment functioning and reduce costly breakdowns.
- Managed efficient teams of up to 20 employees.
- Mentored junior staff members, fostering professional growth and skill development within the team.
- Enhanced team performance by providing clear communication and regular feedback on expectations and progress.
- Facilitated open lines of communication between shift supervisors and other department leaders for efficient coordination during emergencies or unplanned events.

ELECTRICAL MAINTENANCE TECHNICIAN 05/2013 to 06/2017

United States Navy, Helmineron 14

- Interpreted electric and electronic schematics and mechanical layouts to diagnose equipment problems.
- Measured and read DMM, meggers, micrometers and thickness gauges using electrical and mechanical testing instruments.
- Tested, troubleshot and calibrated equipment in shop and field.
- Reported all unsafe activities, situations and potential hazards to supervisor.
- Notified supervisor immediately about equipment problems and breakdowns.
- Tested wiring and other system parts for electrical flow and function.
- Recorded all repair, non-repair and PMCS data in NALCOMIS information management system.
- Interpreted blueprints, schematics, drawings and layouts to complete repairs.
- Adhered to testing procedures while performing standard and specialized evaluations on energized and de-energized circuits.

EDUCATION

Saint Pauls Episcopal School, Mobile, AL
High School Diploma

Tidewater Community College, Norfolk, VA
Associate of Science, Biology, 05/2023

Old Dominion University, Norfolk, VA
Associate of Science, Biology, Expected in 09/2025

