

LT. JESSICA TAYLOR

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(123) 456-7890

EDUCATION

Bachelor of Science in Aviation Engineering

University of Florida,
Jacksonville, FL
September 2001 - July 2004

KEY SKILLS

- Communication Skills
- Excellent Leadership
- Team Player
- Adapts Easily to New Situations

A performance-driven leader with over 15 years of experience in staff supervision, aircraft maintenance, aircraft quality assurance, and administration. An experienced instructor who is able to motivate staff and enhance the overall efficiency and performance of the team. Track record of outstanding service in the U.S. Navy as demonstrated by commendations, medals, and awards.

PROFESSIONAL EXPERIENCE

Quality Assurance Supervisor

United States Navy, NS Mayport Navy Base, Duval, FL | September 2014 to Present

- Supervised and directed a team of 16 QA representatives performing program audits
- Trained, supported, and assisted in the deployment of combat-ready detachments.
- Monitored 16 work detachments/centers supporting helicopters
- Set base record for the number of pre-deployment readiness grades in a calendar year in 2017

Maintenance Control Supervisor

United States Navy, Chinhae Base, South Korea | October 2009 to August 2014

- Maintained 237 aircraft and ensured that the aircraft were combat-ready at all times.
- Managed and supported 317 enlisted personnel who performed scheduled and unscheduled maintenance and all aircraft
- Managed intense OPTEMPO resulting in the execution of 7,800 mishap-free flight hours and a 98% sortie completion rate

Maintenance Administrator

United States Navy, Naval Air Station, Brunswick, MA | October 2005 - September 2009

- Trained and supervised 15 enlisted personnel in the maintaining of logs and records for five uniquely configured styles of aircraft
- Handled aircraft acceptance and transfers