

## **NAME 99**

Address  
Cell, Home, Office Phone  
Email

### **OBJECTIVE**

Management / Training and Development

### **SUMMARY**

Ten years managerial experience in workforce planning and training, resource information management technology, logistics, facilities management and procurement. Determined supply requirements, property accounting, and inventory management resulting in optimizing supply availability and minimizing costs. Managed aviation work force assignments for 300 personnel in international base. Advised on information management systems applications optimizing effectiveness and resource utilization.

### **PROFESSIONAL EXPERIENCE**

PROTECTIVE SERVICES/FOREIGN EMBASSY – City, State Year  
Detail Agent

Provided close security for Royal families and Foreign Dignitaries who came to the United States for medical purposes.

UNITED STATES AIR FORCE – Air Base, Japan Year-Year  
Aviation/Operations Resource Manager

- Monitored military personnel data system and aviation resource management interface which validated information for 300 members resulting in improving data accuracy by 95%.
- Provided 116 aviation career briefs with over 100 Air Force members reducing overdue briefs 98%.
- Processed 440 sorties (flights) and validated 736 flight hours for Japanese Air Self Defense Force exchange officers increasing joint Inter-operability.
- Updated 1,050 flight and ground training events, 259 sorties and 244 hours for Air Force aircrew members, skillfully audited entitlement reports with Air Force finance officers; verified \$550,000 in aircrew incentives, accurately published 343 aeronautical orders, verified and enforced Air Force Instruction requirements.
- Planned, scheduled and supervised aviation resource management systems activities.
- Planned and scheduled aircrew and aircraft missions.
- Maintained mission information and planning data; ensured maximum benefit was realized from available resources allotted to operational functions.
- Reviewed mission accomplishment reports for accuracy.
- Maintained ground and flight training schedules; coordinated travel and hotel accommodations to accomplish required training through the Defense Travel System.
- Maintained and utilized Government Travel Card for obtaining supplies and equipment for aircrew and other personnel minimizing costs.
- Maintained Status of Resource Training program updating management on squadron equipment and personnel for wartime purposes.
- Analyzed and summarized reports and operations resource data; related data collected to operations training plans and aircrew and flying hour usage.
- Determined the media for most effective presentation of data and prepared narrative summaries.
- Assisted work center supervisory personnel in interpreting and using reports and information.
- Maintained control and accountability for aviation resource management systems.
- Acted as technical advisor on matters pertaining to aircrew resource management systems.
- Assisted aircrew managers in using automated aircrew resource management information products.
- Acted as liaison with operations work centers and facilitated aircrew management procedural changes achieving timely and accurate implementation.
- Monitored and controlled operations data updates to aircrew resource management information systems.
- Inspected files of functional directives for accuracy and completeness.
- Reviewed aviation resource management procedures and recommended changes resulting in increased efficiency and improved services.

## **NAME**

U.S. AIR FORCE – Air Base, South Korea

Year - Year

### Facility Manager

- Initiated and completed self-help projects throughout dormitory common areas, supervised 110 facility cleaning technicians in daily duty performance, grounds beautification and numerous self help projects.
- Consistently provided clean and safe housing for over 96 residents resulting in outstanding living conditions.
- Provided hands-on task certification training to four facility managers on automated civil engineer computer program ensuring rooms were properly allocated and designated to residents.
- Maintained government living facility for military personnel.
- Maintained constant communication with Korean nationals for maintenance, repair, upkeep and price negotiating for facilities managed.
- Inspected all work performed by Korean contractors on facilities ensuring contract requirements were met on a timely basis.
- Managed dormitory waiting list, detail personnel, post-cleanup inspection of common-use areas, keys, supplies, furniture, equipment, annual budget estimates, and building management.

U.S. AIR FORCE – Hurlburt Field, Florida

Year-Year

### Logistics Manager

- Received data and observed problems in critical supply shortages of assets in excess of \$396 million using computer based data to source and locate assets available worldwide; coordinated with item managers and other supply facilities to recover and transfer surplus items in stock; filled 71 critical shortages.
- Eliminated unnecessary overages of stock in warehouse saving the Air Force nearly \$2 million; updated status for over 700 requisitions and returned \$150,000 to the stock fund operating program.
- Ensured funds availability for critical supplies, shipped assets to meet mission requirements; ensured stock safety levels were maintained and consistently supported lateral shipment requests for other Air Force installations.
- Sourced and procured aircraft parts for disabled aircraft as needed. Performed and supervised standard base supply system (SBSS) operations.
- Protected and managed supplies and equipment; oversaw property management function of base supply including receipt, inspection, issue, storage, inventory control, pickup and delivery of supplies and equipment.
- Used manual and automated supply systems to provide material and funds management, operations support, inventory, document control and internal supply procedural guidance. Performed similar functions as supply liaison within aircraft, ground communications, transportation and civil engineering organizations.

## **EDUCATION**

Masters of Management in Human Resource Management – University of Phoenix – 2008  
Bachelor's Degree Workforce Education – Southern Illinois University-Carbondale – 2004  
Associate Degree Aviation Resource Management – Community College of the Air Force –  
McGuire AFB, New Jersey –2003  
Associate Degree Logistics Management – Community College of the Air Force –  
McGuire AFB, New Jersey – 2002

## **MEMBERSHIPS**

Member of Society for Human Resource Management  
Member of The Order of the Eastern Star

## **TECHNICAL SKILLS**

Proficient with Microsoft Word and Excel, Oracle Browser

**SUPPLEMENTAL INFORMATION**

**ADDITIONAL TRAINING**

Records and Files Management Certified (2000, 2006)  
Workgroup Manager Certified (2003) Maintained computer operability as needed; loading software and  
maintaining hardware  
Early Childhood Development Certification (internship; 225 hrs.)  
Air Force Course: Air Mobility Command Squadron Aviation Resource Management Course (October  
2003; September 1999)  
Aviation Resource Management Systems Craftsman (June 2003)  
Oracle Browser (November 2002)  
Operations Resource Management Specialist (May 1999)  
Supply Management Apprentice Course (April 1995)

**SECURITY CLEARANCE**

Active Top Secret/SCI/SSBI (Single Scope Background Investigation) through Year