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Summary -

Results-oriented Program Manager and environmentalist enthusiastic about taking on new challenges. Successful at developing innovative strategies to capitalize on dynamic conditions. Strategic planner and clear communicator with an adaptable approach.

Skills -

- Highly proficient learning agility
- Highly proficient typing
- Time management
- Microsoft Office products
- Training & development
- · Data gathering

- Data analysis
- Customer service
- Organizational skills
- Scuba diving
- Surfing

Experience -

Langley AFB, VA

Command Language Program Manager (CLPM)

01/2019 - Current 40 hours/week

- Department Of The Air Force, GG-0343-12 Regularly coordinate with leadership on language pay bonus (FLPB) actions; make recommendations to Group/Squadron leadership through the Group CLPM/drafted guidance change request to Headquarters Air Force (HAF)
 - Facilitate training of all new lower echelon CLPMs; ensures the CLP is properly managed despite frequent personnel moves at subordinate units; 480ISRW/subordinate unit CLPMs are 100% on track for training timelines
 - Process 900+ local linguists to class/Defense Language Proficiency Tests that are due; coordinate with members' chains of command for operations releases to address the Career Field Education and Training Plan (CFETP)mandated training; postures local linguists to improve on language capabilities for career progression/higher fidelity mission execution
 - Coordinate w/Higher Headquarters/subordinate unit CLPMs to gather/validate/consolidate unit nominations for formal language training; process 5+ nominations for unique training opportunities per year; posture airmen for career progressing opportunities
 - Hold quarterly Command Language Program Council (CLPC) meetings with the Wing Commander (O-6/Colonel) & Wing Staff per Air Force Instruction; keeps leadership aware of current CLP readiness status according to training/proficiency goals; ensures Commander/Wing Staff aware of policy updates/major issues w/in the linguist communities & successes of initiatives/special training opportunities that we provided/facilitated
 - Maintain status tracker for local linguists; update spreadsheet weekly tracking important training timelines; ensures continued situational awareness of assigned linguists' training & testing needs

Courseware Developer 10/2018 - 01/2019

40 hours/week

VATC, Inc | Langley AFB, VA **Courseware Developer** 11/2016 - 10/2018 40 hours/week

United States Air Force, E-5 Collection Supervisor/Element Leader 01/2007 - 01/2017 40+ hours/week

sub-prime company to the prime company on the contract.

- Developed new training materials for emerging training initiatives to be implemented globally by nine subordinate Distributed Ground Station units
- Collaborated w/training representatives throughout entire Distributed Common Ground System (DCGS) enterprise annually to update training materials for accuracy and adherence to current/evolving standards
- Participated in two working groups focused on improving training practices, reducing redundancy, and improving efficiency - Designed logo/branding imagery for new online training initiative called DCGS University
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- Supervised near-real time intelligence support to theater assets in concert with national level tasking requirements by completing the necessary Distributed Common Ground System (DCGS) missions
- Implemented tasking in response to national intelligence needs; prepared inputs for reports and alerts
- Conducted direct threat warning to deployed U.S. and allied aircraft within CENTCOM and European Command (EUCOM) theaters
- Obtained upper percentile scores on mission training program; earned an overall average of 96% on end of training exams
- Finished training in an emerging joint service mission; increased qualified operators by ~10% and significantly improved mission coverage
- Contributed to intelligence reports and advisories as an operator on a foreign partner mission
- Facilitated operator technical knowledge to ensure accurate intelligence collection and dissemination; tasked with overseeing all training conducted on one of two shifts
- Maintained multi-squadron, joint service schedule; solved the critical manning shortfalls; improved mission manning by 15%
- Oversaw the integration of the mission's joint service augmentees; effectively managed joint culture differences and ensured a smooth transition to a joint service environment
- Senior operator qualified; issued hundreds of time-sensitive reports and tracked daily enemy threats to ensure zero losses to friendly forces
- Gathered and analyzed multi-source intelligence utilizing research and analysis tools for reporting and presentation to every level of customer from junior analyst to the President of the United States
- Created and disseminated intelligence products that were considered definitive products by the Intelligence Community
- Fused analysis for adversary military tactics and presented findings at Tactics Analyst Team (TAT) conferences

United States Air Force, E-5 Tactics Analyst, CENTASE 10/2009 - 02/201340+ hours/week

- Directly increased United States and partner nation militaries' awareness
 of adversary tactics, techniques, and procedures (TTP) through small and
 large group briefings with national and international partners
- Contributed to hundreds of United States and partner nation flying units' awareness of adversary TTP by providing annual inputs and updates to Air Forces Tactics, Techniques, and Procedures Volume 3-1 (AFTTP 3-1)
- Maintained massive analytic database; used in order to keep Combat Air Forces apprised of theater-level threats by analysis of United States Air Forces Central's (U.S. AFCENT) number one priority
- By-name requested as a subject matter expert for a bilateral intelligence exchange at the Pentagon; briefed a small partner nation team on Central Command (CENTCOM) theater threats and tactics
- Collaborated with sister Tactics and Adversary Studies Element (TASE) to generate a video recreation of a high-interest activity in the South Command (SOUTHCOM) area of responsibility; findings were handed over to the TASE at Nellis Air Force Base to be presented to the SOUTHCOM Commander
- Hand-picked to present annual updates on CENTCOM theater nation tactics at a reoccurring multi-national/multi-agency conference
- Assisted in the development of Air Force Intelligence, Surveillance, and Reconnaissance Agency (AFISRA) training course; standardized the training of the Tactics and Reporting Program (TARP)
- Advised Combined Air Operations Center (CAOC) Commander on threats relevant to his area of responsibility; provided answers to his questions during a live video conference
- Identified years' worth of adversary training activities; discerned trend deviations from the baseline and verified current tactics still in use
- Advanced foreign relations by participating as key presenter at inaugural Joint Tactics Analysis Team (JTAT); briefed numerous analysts and policy makers on adversary air tactics; conducted a question-and-answer session
- Employed above pay grade as Flight Chief in the absence of leadership personnel; managed budgets, schedules, administrative tasks and analysis production during 4-month manning crisis; all mission requirements fulfilled
- Attended Air Force Basic Military Training in San Antonio, TX
- Learned pri-one language at the Defense Language Institute, Foreign Language Center; graduated/earned Associate's Degree
- Attended technical training
- Performed on-line translation and preliminary analysis on voice communications supporting tactical operations
- Implemented tasking in response to theater and national intelligence needs; prepared input for reports and near-real time alerts
- Augmented training program to prepare new trainees for mission execution in a near-real time live mission environment
- Authored time-sensitive reports; third most prolific producer in the office, which influenced Commander-level collection strategies and operations of deployed units

United States Air Force, E-4 Collection Operator 01/2007 – 10/2009 **40+ hours/week**

Education and Training -

Full Sail University | Winter Park, FL **Bachelor of Science** in Digital Cinematography 04/2015

Community College of The Air Force **Associate of Applied Science** in Intelligence Studies 11/2011

Defense Language Institute, Foreign Language Center | Presidio of Monterey, CA **Associate of Arts** in Persian - Farsi 04/2008

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• Willing to relocate: Anywhere, Authorized to work in the US for any employer.

Activities and Honors -

- Dean's List (SNHU, January 2022)
- Honor Roll (SNHU, March 2022)
- Air Force Achievement Medal: Produced a multi-intelligence video reconstruction through analysis of vast amounts of technical data, which was regarded as the definitive Intelligence Community product for an international crisis. This video was utilized in briefing the President of the United States, Senior Air Force leaders, and was lauded by the Air Force Deputy Chief of Stall for Intelligence, Surveillance, and Reconnaissance. This was the first time in Tactics Analysis and Reporting Program history that a video reconstruction was viewed by the President. Additionally, the video was presented to the Commander of the United States Air Forces in Europe providing valuable insight for decision making during a crisis.
- Air Force Achievement Medal: Worked as Cryptologic Operator, Air Force Distributed Common Ground System, in
 the top 10 percent of peers. Employed above pay grade as trainer for mission crews and updating training materials for
 future operators. Guided coalition pilots and intelligence specialists through assessments derived during theater-level
 conferences through adversary tactics expertise. Shaped United States air tactics, training, enabling threat replications
 used by pilots during Nellis Air Force Base RED FLAG exercises with inputs to Air Force Tactics, Techniques, and
 Procedures.