### Name

### (C) phone | email | Linkedin

**Senior Program Manager**

Program manager leveraging proven experience in operations, staff coordination, and logistical oversight in diverse organizations. Possess a comprehensive background in managing systems, training, strategic planning and priorities with proficiency in workforce management. **Career supported with a TS/SCI and PMP Certificate.**

|  |  |  |
| --- | --- | --- |
| * Program Management * Strategy & Planning * Process Improvement | * Risk Management * Interpersonal Communication * Senior/Executive Advisor | * Coaching & Mentoring * Quality Assurance * Training & Development |

# Professional Experience

United States Air Force (2002 – Present)

**Deputy Director, Legislative Affairs** Jun 2019 - Present

*Served as Advisor to command concerning legislative activities; built and implemented Congressional engagement initiatives. Interfaced between government agencies on key legislation affecting goals, policies, and operations.*

* Led 70+ congressional inquires and 8 National Defense Authorization Act (NDAA) report requirements; shaped congressional opinion and interest that increased policy communication.
* Delivered 73 contract award notices to Congress, totaling $14.8 Billion; increased state/district interest; key to obtaining congressional support.
* Organized Georgetown University Course: offered 125 personnel insight to complex legislative processes; saved $242K travel costs.
* Crafted strategic communication for 13 Capital Hill engagements; gained critical appropriations support and pushed $7.2B Global Household Goods Contract.

#### **Commander, Air Forces Central Command Al Dhafra** Jun 2018 – Jun 2019

*Commanded 223 Air Force and Royal Australian Air Force personnel on Central Commands only base executing all 5 Air Force core missions. Managed 2nd largest fleet, 866 assets worth $108M – supported 3.5K military members.*

* Expedited Mission Impaired Capability Awaiting Parts process; released 700K parts; increased storage 70%.
* Validated 2.1K assets; established Contingency Readiness Spares Package; decreased part delays 16%.
* Revitalized fuels pipeline; reinforced 28M sq ft support structure; issued 130M gallons and power 10K missions.

#### **Commander, Logistics Readiness** Jun 2015 – Jun 2018

*Led 220+ employees strengthening Central Commands only military base that executes all 5 Air Force Missions. Directed DoDs largest fueling operations and container program.* *Managed vehicle feet and 866 assets worth $108M and supporting 3.5K personnel.*

* Managed vehicle feet and 866 assets worth $108M and supporting 3.5K personnel.
* Executed emergency operations; coordinated 7.3K vehicle repairs; enabled 787 crisis responses.
* Oversaw 3 Base Level Reviews; validated 2.1K assets; decreased aircraft part delays by 16%.
* Developed and expedited equipment storage process; released 700K parts and increased storage 70%.
* Decreased aircraft assets rate 46%; gained 8K parts worth $272M; enhanced mission capability.
* Revitalized fuels pipeline; reinforced 28M sq ft support structure; issued 130M gallons of fuel.

### Name

### (C) phone

**Operations Officer & Academic Instructor** Nov 2011 – Jun 2015

*Assisted Commander with ensuring standardized curriculum execution for development of military leaders. Guided 560 personnel per year through Air Force’s $22.8M resident Professional Military Education (PME) course. Mentored instructors through feedback and department level training; offered advisement on overall performance.*

* Authored assessment guides; clarified eval expectations for instructors and students; developed clear framework to assess operational performance.
* Reviewed 66 PME lessons for schooling overhaul; verified headquarters requirements that increased production 30%.
* Led effort to find and track 1.5K+ IT assets; identified 19 items on past statements and saved $13K.
* Supervised academic committee; created grading rubrics for 2 keynote assignments; standardized grading process for 70+ faculty.
* Streamlined major updates to student evaluation documents, established assessment timeline for instructors; improved evaluation standards for 4K students.

**Distribution, Energy and Equipment Branch Officer** Nov 2010 – Nov 2011

*Directed, planned, and managed air and ground transportation activities for two Regional Headquarters and four geographically separated units. Led fuels team in support of 191 aircraft; developed forward area refueling point program. Managed 1.4K+ vehicles at 12 military installations and overseeing 54K support equipment assets.*

* Implemented solutions and decreased 33 vehicle authorizations; saved Air Force $3.1M.
* Expedited delivery of 8 aircraft engines; increased mission capability rate by 19%.
* Orchestrated Air Force Special Operations Command’s Item Unique Identifier effort; meet DoD milestones and marked 14K+ assets ahead of schedule.

**Various Leadership Positions – Air Force Directorate of Operations** Jan 2002 – Nov 2010

# Education

USAF Air Command and Staff College

**Master’s Degree, Military Operational Art & Science/Studies**

Touro University

**Master’s Degree, Emergency and Disaster Management**

Mississippi University for Women

**Bachelor of Arts**

# cErtification

Project Management Institute

**Program Management Professional (PMP)**