



**DEPARTMENT OF THE AIR FORCE
502D AIR BASE WING
JOINT BASE SAN ANTONIO**



MEMORANDUM FOR MR. MIKE MORATH
COMMISSIONER, TEXAS EDUCATION AGENCY
1701 North Congress Avenue
Austin TX 78701

FROM: 502 FSG/CC
2330 Stanley Road, Suite A
JBSA Ft Sam Houston TX 78234-2362

SUBJECT: The Appointments of Mr. Willie White, Ms. Deborah Seabron and Ms. Andrea Nicholas to the Fort Sam Houston Independent School District (FSHISD) Board of Trustees.

1. I would like to respectfully request appointments for Mr. Willie White, Ms. Deborah Seabron and Ms. Andrea Nicholas to the Fort Sam Houston Independent School District (FSHISD) Board of Trustees. Enclosed are the resumes for each of the three nominees, as required by Texas Administrative Code Section 61.2a (1), along with signed Statements expressing their willingness to accept the appointment and serve in full adherence to the established state standards for school board members.

2. The names of the nominees are listed below and are ranked in order of preference.

Position 1	Position 2	Position 3
1. Mr. Willie White	1. Ms. Deborah Seabron	1. Ms. Andrea Nicholas
2. Mr. Carlos Hernandez	2. Ms. Yazmine Gutierrez	2. Ms. Melanie Gallegos
3. Ms. LaShonda Harvey	3. Mr. Richard King	3. Ms. Amarily Silva

3. All nominees are qualified under the general school laws of Texas, and they either live or work on Joint Base San Antonio- Fort Sam Houston. Each nominee is well qualified, and the appointments of any one of them would be in full compliance with the provisions of the Texas Education code 11.352. Every avenue was used to reach the widest possible applicant pool. The membership composition of the board of trustees is in compliance with the provisions of Texas Code 11.28.

4. I recognize the power of the Board of Trustees to govern and manage the operations of the FSHISD and recognize that my role as the commanding officer of 502d Force Support Group is limited only to the duty defined by the statute in the process for appointing the Board of Trustees.

5. Thank you for your support of our school district. If you have any questions please contact, Ms. Nita Ford-Hightower at (210) 221-2214/2256 or nita.fordhightower.1@us.af.mil.

SAMUEL E. FIOL, Colonel, USA
Commander, 502d Force Support Group

9 Attachments:
1. Willie White

2. Deborah Seabron
3. Andrea Nicholas
4. Carlos Hernandez (Alternate 1 to Position 1)
5. Yazmine Gutierrez (Alternate 1 to Position 2)
6. Melaine Gallegos (Alternate 1 to Position 3)
7. LaShonda Harvey (Alternate 2 to Position 1)
8. Richard King (Alternate 2 to Position 2)
9. Amarilys Silva (Alternate 2 to Position 3)



Joint Base San Antonio Statement of Eligibility

Applicant Full Name: Willie E White

Residential Address: Bldg 2261 Gun Shed Rd

FSH

TX

78234

Physical Address of Employer:

Bldg 2261 Gun Shed Rd

FSH

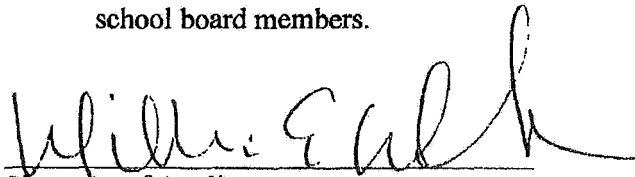
TX

78234

Board of Trustees Location Applying For: FT Sam Houston

I hereby make a formal application for the above indicated Board of Trustees. In doing so, I confirm that:

- I am qualified under the general school laws of Texas and live or am employed on JBSA.
- I attest the contents of my resume.
- I am a qualified voter.
- I willingly accept the appointment to the Board of Trustees and will serve in this capacity with full adherence to the state established standards on the duties and responsibilities of school board members.


Signature of Applicant

30 July 2019

Date

Willie E White

Printed Name of Applicant

Digital Signatures are authorized. If using a wet signature, please sign, date and print legibly. Form must be completed prior to setting up your interview with the selection board.

WILLIE E WHITE**MANAGEMENT ANALYST**

Security Clearance Level: Secret
Email: willie8241@sbcglobal.net
HM: 10207 Ivy Jade, Schertz, TX. 78154
C: 210-834-5043 /W: 210-466-0365
Headquarters IMCOM, San Antonio TX.

Areas of Expertise:

Master, Business Administration, Knowledge of Budgeting and Fiscal Management, Effective Community Engagement, School District Governance, Organizational Management, Advocate for Educational Excellence, Human Resource, Civilian Recruiting, Effective Communication, Hospital Administration, Motivational Strategies, Healthcare Administration, Skill in Use of Military Personnel Systems Operational Operations, Knowledge of Policies and Regulations, Practice Roberts Rule of Order, Hiring of Superintendents

PROFESSIONAL EXPERIENCE

April 2019 – Present: Installation Management Command, (IMCOM) G-5 Plans & Strategy Analyst Performs analyses, special studies, and lead and participate in OPT integration efforts directly supporting Army, Army Materiel Command (AMC), Installation Management Command (IMCOM), IMCOM Directorate (ID), and Garrison projects and programs in order to drive toward supporting AMC and IMCOM priorities. Perform and/or provide analyses, special studies, and lead and participate in OPT integration efforts supporting Army, AMC, IMCOM, ID, and Garrison project and program requirements.

Nov/2014 – Present: HQ, IMCOM, College Budget/Management Analyst Management Analyst (Budget) and Global Professional Development & Training **Oversees** the Corporate civilian training Spend Plan and academy Budget of \$11 million supporting 75 Army Bases globally and over 750K civilians. U.S. Bank Corporate Certified Approving Official on all school related purchases. Travel Coordinator; financial reimbursement manager 12-15 courses per year totaling \$400K-500K and 150-180 students.

May/2010 to Nov/2014: Served as the HQ, IMCOM Business Training Coordinator- Responsible for coordinating senior leader's attendance to development training for career advancement. Managed a operating budget of \$3.5 million as a Contract Officer Representative yearly. Accounted for and invoiced 8,000 pieces of equipment valued over \$40 million in shipments to Iraq and Afghanistan.

Aug/2009 to Jun/2011: IMCOM Human Resource Program Management Intern Supervisor Lead analyst accountable for recruitment and managing the placement of 30 newly hired enterprise Management Interns and Developmental Chefs yearly overseeing \$1M budget. Mentored the Interns workforce development, training, and management development for a rotation of 60 Interns over a two year period.

WILLIE E WHITE**MANAGEMENT ANALYST**

Jun/2008 to May/2009: Sergeant Major/ Senior Advisor, Community Relations and Civil Affairs -Principal Staff Adviser, to the Assistant Chief of Staff, of Community Relations supporting 17,000 Soldiers in South Korea. Charged with fostering relationships with the South Korean Non-Government officials and business leaders in order to maintain the Good Neighbor Program with the United States.

May/2006 to Apr/2008: Organization Senior Personnel Manager (First Sergeant) Brook Army Medical Center – Led, managed, and advised an average of 350-400 personnel daily in the Army's largest Level 1 Trauma Center yielding the highest company performance results out of six companies for the command. Organization Master Trainer specialized in education training, unit moral, promotions, discipline and professional development for all personnel assigned.

Apr/2004 to Apr/2006: Company Senior Operations Manager / First Line Supervisor- Effectively monitors, communicates and assists in enforcing mission critical production indicators, statistics, and solution plans for over 400 medical personnel. Responsible for Planning, coordinating and executing all Field Training exercises, weapons qualifications training, army fitness training.

May 1999 to Aug/1999: Senior Enlisted Adviser for; Chief of Department of Nursing - Operations Manager Advisor to the Chief of Nursing Operations and Deputy Commander for Health Services on policies and procedures affecting all Health Care Specialist. Accountable for the performance, counseling, development of 11 Outpatient Clinic Supervisors, 38 Enlisted Soldiers and 11 Civilians. Ensure clinics meet the Joint Accreditation Commission policy and standards.

Mar/2003 to Apr/2004: Served as the Company Senior Drill Instructor, Training Manager and (Instructor) - Directed and supervised professional development of four Army Drill Sergeants (Supervisors). Facilitated and led a Advanced Individual Training Company for over 250 Health Care students quarterly while responsible for teaching 40 hours per cycle for an average of 74 students in Emergency Medical Technician Certification and Army management principles and leadership development.

Civilian Education:

Masters of Business Administration

University of Phoenix 2014

Human Capital Management, Business Law, Organizational Leadership, Economics, Accounting, Management, Operations Management, Corporate Finance, Strategic Planning

Bachelor of Science in Management

University of Phoenix 2012

Regulatory and Policy, Quantitative Analysis, Business Management, Business Communications, Computer Applications, Organizational Change, employee Management

Military Education:

Graduate of Department of the Army First Sergeant Course, 2006

Advanced Leadership and Management Development School, 2000

Basic Supervisor Development School, 1994

Army Drill Sergeant School, 2001

Leadership Education and Developmental Course, 1997

Certifications:

U.S. Bank Corporate Payment System Certified (Approving Official), 2015

Army Instructor Course -Trained to facilitate large instructional based classes, 2002

Computer Based Training Program (SHARE-POINT),2012

Contracting Officer, 2011-Present

Professional Associations

President, Fort Sam Houston ISD Board of Trustees, 2018 – Present

Texas Caucus of Black School Board Members, 2015 - Present

My Brother's-Keeper Initiative, San Antonio Chapter, 2015-Present



Joint Base San Antonio Statement of Eligibility

Applicant Full Name: Deborah E. Seabron

Residential Address: 7311 Sawgrass

San Antonio, Texas 78244

Physical Address of Employer:

7311 Sawgrass

San Antonio, Texas 78244

Board of Trustees Location Applying For: Fort Sam Houston Independen

I hereby make a formal application for the above indicated Board of Trustees. In doing so, I confirm that:

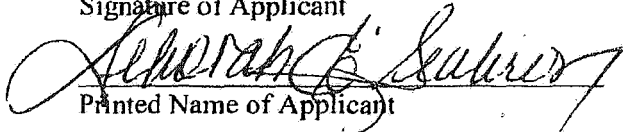
- I am qualified under the general school laws of Texas and live or am employed on JBSA.
- I attest the contents of my resume.
- I am a qualified voter.
- I willingly accept the appointment to the Board of Trustees and will serve in this capacity with full adherence to the state established standards on the duties and responsibilities of school board members.

SEABRON.DEBORAH, Digitally signed by
E.1046982572 SEABRON.DEBORAH.E 1046982572
Date 2019.07.29 14:55 13 -05'00'

29 July 2019

Signature of Applicant

Date


Printed Name of Applicant

**Digital Signatures are authorized. If using a wet signature, please sign, date and print legibly.
Form must be completed prior to setting up your interview with the selection board.**

DEBORAH ELAINE (GRANT) SEABRON

Email: deborah.e.seabron.civ@mail.mil

PERSONAL SUMMARY

Fort Sam Houston ISD Board Trustee 2004-2015, 2017-Present
More than 42 Years of Experience in Military Comptroller, Auditing, & Professional Management Fields

SCHOOL BOARD & PROFESSIONAL PROFILE

- Member Fort Sam Houston School Board of Trustees 2004-2015
- Elected Board Secretary 2007-2009, 2017, Board President 2009-2010, Board Vice President 2018-Present
- Director Region 20, Position D, Texas Association of School Boards (TASB) 2013-2015
- Delegate to TASA/TASB Conference Dallas, Texas 2005-2006, 2008, 2009, 2012, 2018
- Board Representative to National Association of Federally Impacted Schools (NAFIS) 2004-2010
- Board Representative FSHISD meeting National Legislative Officials Washington, DC 2004-2012
- Member Bexar County Alliance of School Boards 2006-2015, 2017-Present
- Member Texas Caucus of Black School Board Members 2007-2015, 2017-Present
- Completed approx. 490 School Board Continuing Training Hours
- FSHISD Rep (Lobbyist to Congress) - National Association of Federally Impacted Schools (NAFIS) 2005-2015, 2018
- Representative for San Antonio Area Grass Roots Legislation Advisory Council (LAC) 2008-2009, 2017
- Graduate - Texas Association of School Board's (TASB) Leadership Program 2009
- Graduate - Leadership San Antonio 1991

PROFESSIONAL ACCOMPLISHMENTS

- Field Research *"Authentic Leadership & Factors Affecting Organizational Commitment Among Professionals"* 2018
- San Antonio Women's Chamber of Commerce *"Rising Star Award"*, 2017
- Commissioner, (District 2) San Antonio Mayor's Commission for the Status of Women, 2007-2015
- Keynote Speaker, HQ, IMCOM Black History Program 2011
- Member, San Antonio Mayor's Women's Speaker's Bureau, 2007-2015
- Member, Eastside Promise Neighborhood Speaker's Bureau
- Guest Lecturer, Our Lady of the Lake, Heart and Soul Series, 2011
- Published Article - *"Military & Military City USA Combine to Make 2005 BRAC Recommendations a Reality"*, U.S. Army Journal of Installation Management (BRAC Edition) 2011
- Lead Professor, National Graduate School, Texas Bachelor's Program, Professor Master Program
- Commissioner, VIA Intra-City Rail & Streetcar Commission, 2009-2011
- FSH Representative for San Antonio 20/20 Project - Education Subcommittee 2010 -2011
- FSH Representative to San Antonio Military Task Force - Education Subcommittee 2008-2010
- Army Civilian Leadership Advanced Course, Fort Belvoir, VA 2008
- Graduate - Leadership San Antonio - Class of 1991

ACADEMIC CREDENTIALS

- PhD. - Dissertation Pending, *"Authentic Leadership & the Factors Affecting Organizational Commitment Among Professionals"*, Leadership Studies Department, Our Lady of the Lake University, San Antonio, Texas
- M.S. - Quality Systems Management, National Graduate School, Falmouth, Massachusetts
- B.A. - Accounting, University of the Incarnate Word, San Antonio, Texas

PROFESSIONAL PROFILE

- | | | |
|------------------------------|---|----------------|
| • 502 ABW, XP | Chief, JBSA Basing & Reintegration Prgms | 2019 - Present |
| • 502 ABW, XP | Chief, JBSA Wellness & Prevention Prgms | 2017 - 2018 |
| • 502 ABW, XP/8 Integrations | Chief, Integrations/Strategic Initiatives | 2015 - 2017 |
| • 502 MSG, JBSA - FSH, TX | Chief, Commander's Action Group | 2010 - 2015 |
| • Fort Sam Houston, TX | Chief, Plans, Analysis & Integration | 2009 - 2010 |
| • Fort Sam Houston, TX | Lead, Management Analysis Branch, PAIO | 2004 - 2009 |



**Joint Base San Antonio
Statement of Eligibility**

Applicant Full Name: Andrea Delonda Nicholas

Residential Address: 7327 Roveen Trail
San Antonio, TX 78244

Physical Address of Employer: Child & Youth Program
2814 Funston Rd
FSH TX 78234

Board of Trustees Location Applying For:

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Andrea Nicholas
Signature of Applicant

7 AUG 19
Date

Andrea Nicholas
Printed Name of Applicant

Digital Signatures are authorized. If using a wet signature, please sign, date and print legibly. Form must be completed prior to setting up your interview with the selection board.

Andrea D. Nicholas
7327 Roveen Trail, San Antonio, Texas 78244
Telephone: 210-367-1065 Email: andreadnicholas@hotmail.com

PROFESSIONAL SUMMARY

Passionate Robert G. Cole alumna committed to making the educational experience a positive one for all students, faculty and staff. Prepared to support decisions/initiatives that will enhance the district's climate so that all students, faculty and staff may obtain the knowledge, skills and abilities necessary to thrive in all aspects (cognitive, physical, social, and emotional) of their lives at school and in the community. Eager to share 30 years of experiences obtained while working for JBSA-Child and Youth Programs and give back to the district that provided the foundation I needed as a student to be successful. Desires to secure a position as a member of the Fort Sam Houston Independent School District Board of Trustees.

SKILLS

Positive Atmosphere Promoter	Critical Thinking	Strategic Planning and Thinking
Leadership/Communication	Fast Learner	Multitasking
Active Listening	Proficient in Microsoft Office	Child/Youth Mentor/Coaching
Operation Analysis/Monitoring	Adaptive	Teampayer

EXPERIENCE

May 2015 to present Training and Curriculum Specialist, JBSA-Fort Sam Houston, Texas

Provide and/or coordinate training for Child and Youth Program staff to ensure information and guidance in child and youth development are obtained and maintained. Ensure staff receives training in risk management (internal controls, accident/incident reporting, and child abuse identification, prevention and reporting procedures, etc.) Conduct observations of personnel during daily activities and special events to assess their competency level(s), evaluate performance and provide feedback. Complete debriefs reference staff performance. Ensure training, observations, testing, and debriefs are documented appropriately and in a timely manner. Communicate effectively with management on training and performance matters. Work with management and parents to determine if reasonable accommodations can be met for patrons identified as having a special need. Ensure staff is trained and environments support patron utilization. Plans, develops, and executes trainings to include but not limited to New Employee Orientation, New Employee Training, Training Modules, and installation requirements. Serve as an informational resource for personnel, children/youth and parents reference programming requirements, age/developmentally appropriate activities, available community resources and upcoming events. Recommend purchases for developmentally appropriate material, supplies, and equipment. Ensures environments are arranged appropriately and equipment and supplies are in good working condition and being utilized appropriately. Ensure program meets Department of Defense Certification standards and comply with all legal and regulatory requirements. Serve as Subject Matter Expert for Armed Forces Action Process as it pertains to Child and Youth Programs.

Oct 2011 to Nov 2015 Army Child Care in Your Neighborhood (ACCYN) Community Based Program Manager
JBSA-Fort Sam Houston, Texas

Provide regular technical assistance and evaluations to ensure participating child development center directors, staff and family child care providers are providing care that meets the needs of its patrons and is in compliance with established National, State and ACCYN program requirements. Assess programs and develop baselines for plans and improvements through administering environment rating scales. Identify and provide training to child development program staff and Family Child Care providers to ensure safe, age and developmentally appropriate child care is provided. Monitor child development and family child care homes by conducting announced and unannounced site visits to ensure staff adhere to risk management procedures to meet all applicable military and State licensing regulations. Assist programs with planning an annual budget to meet the needs of the program and its patrons. Budget must include staff training and professional development, and promote positive growth and development of children/youth IAW all applicable regulations and standards. Distribute funding and reconcile financial data as it pertains to executing program budgets. Provide technical assistance/guidance to programs and families enrolling in the Fee Assistance program. Serve as a coach/mentor in assisting programs to establish an accreditation team and provide technical support and updates on program progress towards obtaining or

Andrea D. Nicholas

7327 Roveen Trail, San Antonio, Texas 78244

Telephone: 210-367-1065

Email: andreadnicholas@hotmail.com

maintaining credentials and/or national accreditation. Serve as subject matter expert and coordinate with military organizations and outside agencies to provide program materials, consultation, and training. Maintain state-of-the-art knowledge of child and youth development philosophy, principles, methods, and techniques as endorsed by the military and nationally recognized child/youth organizations. Serve as a Records Custodian for Child and Youth Programs. Recruit, support and maintain relationships with community based child care programs to provide families with child care that is commensurate in quality and cost to care being offered on post. Represent the military as a viable partner with resources to increase the quality of care in off post catchment areas which benefits all children served.

Mar 2008 to Oct 2011 Outreach Services (OS) Director, Child, Youth & School Services (CYS), JBSA-Fort Sam Houston, Texas

Provide oversight and accountability for staff performance and safety/well-being of patrons IAW policies and procedures. Supervise and evaluate staff according to established performance standards. Provide professional recognition and/or disciplinary action. Ensure staff follow risk management procedures and standard operating procedures to support program goals. Implement and monitor policies reference fees, patron eligibility, baseline programming, space allocations, etc. Prepare operating procedures to anticipate installation trends and documents in Installation Child and Youth Operations Plan. Apply professional knowledge to plan, and implement OS components via Parent Liaison Services, Community Liaison Services, and CYS Liaison Services, Outreach Care and Supervision Options, and Mobile programs. Provide staff training and development. Process personnel actions in a timely manner. Conduct analysis of annual program budget variances and prepare written justification for funding of program resource requirements.

EDUCATION

Wayland Baptist University- San Antonio, Texas, Seeking a Master of Education with Elementary Teacher Certification

Wayland Baptist University- San Antonio, Texas, BSOE, Management, 2007

St Philip's College- San Antonio, Texas, AA, Liberal Arts (Education), 2004

St Philip's College- San Antonio, Texas, AAS, Computer Information Sys-Acct Specialist, 1990

TRAINING

Over 50 hours of Texas Association of School Administrators/Texas Association of School Boards training, Lean Six Sigma Black Belt (Organizational Efficiency), Resiliency Training Facilitator, Basic Management Course - MWR Academy, Operation Excellence Customer Service Trainer, Galileo Leadership Training, Managing Multiple Projects, Alpine Tower Teambuilding, Parents as Teachers-Heroes at Home, Ethics, Action Skills for Supervisors and Effective Teams (ASSETS), Teamwork and Motivation, Effective Writing, Working with Not Against Parents, Customer Service, and various Military Child Education Coalition Trainings

AFFILIATIONS

2017-present #TeamAction Help Raise 1 Help Save 1 - Mentor

2015-present Leaders of Tomorrow - Mentor

2012-present SayTown Snappers - Vice President

2004-present San Antonio Blazers Premier Track Club- Fundraiser Member

1990-present National Youth Sports Coach Association - Coach

1990-present JBSA-Fort Sam Houston Youth Sports - Cheer Coordinator and Coach

REFERENCES

Roxanne Lacy 210-860-4811 Rex Murphy 210-324-1447



Joint Base San Antonio Statement of Eligibility

Applicant Full Name: Carlos Hernandez

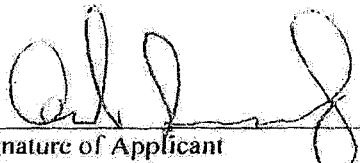
Residential Address: 9707 Chelsea Circle
Selma, TX 78154

Physical Address of Employer: 2404 N New Braunfels
H. Sam Houston, TX 78234

Board of Trustees Location Applying For:

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Signature of Applicant

8/1/19

Date

Carlos Hernandez

Printed Name of Applicant

Digital Signatures are authorized. If using a wet signature, please sign, date and print legibly. Form must be completed prior to setting up your interview with the selection board.

CARLOS A. HERNANDEZ

9707 Chelsea Circle ♦ Selma, Texas 78154 ♦ 254-291-7538 ♦ carloahernandez@gmail.com

PROFESSIONAL EXPERIENCE

Detective/School Resource Officer

Department of Air Force, 502D Security Forces Squadron (SFS), Fort Sam Houston, Texas

(Tasked to Fort Sam Houston Independent School District)

May 2015- present

Supervisor: Sherick Watkins 210-488-7971

- Assist district leadership with updating and creating Emergency Operation Plans
- Coordinate, develop and assist in training Lockdown drills to staff members
- Established relationships with students that reduced juvenile delinquent activities on campus and in community
- Member of monthly district leadership safety committee addressing safety and security measures
- Attend weekly meetings with administration to discuss students who are at-risk
- Instructed DNA/Fingerprint technique classes to police officers in 502D SFS organization
- Conduct investigations into crimes and interview subjects, victims and witnesses
- Collect and preserve evidence crucial to investigations which lead to prosecution

Patrol Officer

Department of Air Force, 502D SFS, Fort Sam Houston, Texas

November 2008- May 2015

Supervisor: Gregory Davis 210-262-9370

- Completed police reports with grammar, spelling, capitalization and punctuation
- Maintained law and order, preserved the peace, and protected civil rights
- Investigated misdemeanors, felonies and other violations discovered in conjunction with traffic enforcement duties
- Enforce state, local and Uniform Code of Military Justice laws

Military Police

United States Army, Fort Hood, TX

October 2002-August 2008

Supervisor: Eric Barreras 915-637-2381

- Shift Leader for Gen. Raymond Odierno's (Ground commander of coalition forces) protection team during Operation Iraqi Freedom 06-08
- Worked directly with top echelons of U.S. and coalition military and government leadership to provide personal security
- Planned and executed numerous security detail missions in a combat operating environment without incident
- Contributed to the reconstruction of the Iraqi Police Force and force protection of Iraqi Police Stations
- Performed random anti-terrorism measures in accordance with US Army instructions
- Successfully conducted numerous Standard Field Sobriety Tests on Driving While Intoxicated suspects, which led to numerous convictions
- Instructor for the Emergency Vehicle Operator Course

EDUCATION

University of the Incarnate Word, San Antonio, Texas
Bachelor of Arts in Psychology
GPA 3.1

Current Student

CERTIFICATION AND TRAINING

- Safety and Security Agreement Workshop (2019)
- School Safety Issues Beyond the Emergency Operations (2018)
- Internet Safety/Cyberbullying/Human Trafficking and Risk Reduction (2018)
- Mental Health Issues & Impact on School Safety (2018)
- Responding to an Active Shooter: Beyond Lockdown (2018)
- Military Police Investigation School, United States Army Military Police School (USAMPS), Fort Leonard Wood, MO (2015)
- TASER Course (2014)
- Air Force Emergency Response Operations First and Emergency Responders Course (2014)
- Family Advocacy Program Course (2014)
- Evasive Driving / Protective Services School, United States Army Military Police School (USAMPS), Fort Leonard Wood (2006)
- Statement Analysis Techniques Training (2006)
- Standard Field Sobriety Test Course (2006)
- Emergency Vehicle Instructor Course (2006)
- Military Policeman Advanced Military Training (2003)

HONORS

- 502D SFS Non-Supervisory of the Year Award
- Bronze Star Recipient



Joint Base San Antonio Statement of Eligibility

Applicant Full Name: Yazmine I. Gutierrez


Residential Address: 2011 Emerald Edge
San Antonio, TX 78245

Physical Address of Employer: 3060 Stanley Rd
FSH, TX 78234

Board of Trustees Location Applying For: JBSA

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- I willingly accept the appointment to the Board of Trustees and will serve in this capacity with full adherence to the state established standards on the duties and responsibilities of school board members.


Signature of Applicant

Printed Name of Applicant

8 Aug 2019
Date

Digital Signatures are authorized. If using a wet signature, please sign, date and print legibly. Form must be completed prior to setting up your interview with the selection board.

Yazmine Ines Gutierrez
2011 Emerald Edge, San Antonio, TX 78245 US
Mobile: 210-347-3941
Email: yaz_cuervo@hotmail.com

Professional Profile

I am a dedicated, accomplished, and effective professional with multifaceted experience within social services in civilian and military populations seeking a meaningful position interfacing with military personnel, DA/DOD civilians, and family members. I am experienced at assessing individual, family, and system needs and successfully providing the resources required to empower them to accomplish their goals. I have the educational background, professional experience, and proven record of accomplishment to successfully carry out the job requirements for this position. I am motivated and enthusiastic, and would appreciate the opportunity to become an asset for the Department of the Air Force.

Summary of Qualifications

- Experienced in behavioral health, social service programs, and community education
- Expertise in creating and executing programs within military communities
- Several years of experience collecting, analyzing, and interpreting social and behavioral data
- Experience in independently developing and present clear, concise briefings with sound conclusions and recommendations
- Clear and concise communication skills, both orally and in writing, to a broad audience of military and civilian professionals, technical and administrative personnel, in a diplomatic and tactful manner, and sufficient to serve as a productive member of boards, meetings, and working groups
- Several years of experience in establishing and maintaining effective working relationships using tact, empathy, and diplomacy in interactions with subordinates, peers, supervisors, and external partners

Work Experience

Soldier For Life-Transition Assistance Program (SFL-TAP)	01/2019 - Present
2450 Connell RD	Hours per week: 40
Fort Sam Houston, TX 78234 United States	Annual Salary: \$64,534
Transition Services Specialist/Work/Life Consultant	

CREATED and ESTABLISHED the Transition Assistance Program Too (TAP Too). An adjunct program established, for the first time at JBSA FSH, which seeks to empower Military Spouses by providing information and resources in support of Service member retiring/separating.

and concerns. Providing advice, guidance and additional referral options to ensure clients had access and assistance in securing support or direct aid.

UTILIZED interview data and changing military demographics, develops family profiles, and addressed work/life issues affecting families. Monitoring and tracking each case to evaluate and ensure customer service and client satisfaction. Reviewing cases with the work/life consultant(s), recommending and carrying out appropriate actions to resolve concerns.

COMPILED data to document service effectiveness. Providing individual and family consultation services, education, referrals, and follow-up. Referring difficult or complex situations to appropriate organization, program and personally advised clients.

SERVED as the primary advisor to the commander and staff on all matters relating to the Armed Forces Action Plan Forum and issue statuses. Encouraged senior spouse advisors and supporters.

CONDUCTED a variety of educational forums and briefings to enhance community capacity and thus assist serviced populations in improving work/life skills and knowledge of available resources. Implemented referral policies and procedures between the M&FR and base and Community agencies; prepared operating instructions to formalize agreements and identify roles and responsibilities.

DELIVERED training and seminars for standard work/life issues and interest areas such as personal financial management, employment, community life, transition, relocation, emergency/crisis assistance, personal and family readiness, and other work/life issues. Ensures compliance with regulatory requirements and governing directives.

COORDINATED and MANAGED program implementation and focus groups providing service members and families in a joint base community the opportunity to raise issues of concern regarding quality of life for leadership awareness, action and resolution.

CONDUCTED and IMPLEMENTED marketing and public relations campaigns, maintaining relationships with professional associations, base agencies, and others to enhance and deliver comprehensive services. Identifies and develops formal and informal local networks to enhance service delivery (e.g., guest speakers, subject matter experts, etc.) to ensure target populations are informed of program(s).

MAINTAINED and UPDATED marketing resources (bulletins, flyers, advertisements, etc.) in preparation for monthly and annual events. Ensuring all training materials, equipment and student handouts are readily available for scheduled classes. Set up classrooms. Maintained participant rosters, sign-in sheets, and attendance records.

SUPPORTED and ASSISTED the Transition Assistance Program with the annual Hiring Heroes and Hiring Our Heroes Career Fairs for Joint Base San Antonio. Assisted in coordinating base access for employers, shuttled employers and job seekers to and from event site, consolidated and coordinated resources to be provided to job seekers upon arrival.

OVERSAW the annual joint base Armed Forces Action Plan (AFAP) forum. Responsible for planning, organizing, developing, coordinating, administering, and implementing of the joint base AFAP Forum. Organizing and establishing required classes, workbooks, schedules, and other necessary materials. Contacting various resources to ensure public affairs, operations

Community Service (ACS) program areas.

National University
La Jolla, CA 92038
Master's Degree Student - Human Behavior
Supervisor: Desiree Butts

04/2015 – 07/2016
Hours per week: 30

CONTRIBUTED in communication and understanding of theories through experimental processes based on real-world situations. Data was collected using an array of online resources (University Libraries, Generated Surveys, etc.).

CONDUCTED research led to a greater understanding and personal growth in knowledge and understanding of moral and ethical principles and values. Through research, data collection, and conducted experimentation an understanding of adult development and human sexuality theories and principles lead to personal and interpersonal growth.

DEVELOPED a more in-depth application of behavioral change (commitment, focus, etc.) and organizational change (efficiency, timelines/deadlines, etc.) was achieved. Result was applied to help promote growth on a personal, social, and organizational level. Leadership courses allowed a better understanding of what is expected from a leader and led to the application of leadership theories being established and executed for areas of supervision, management, and administration.

COMPLETED coursework and article reviews helped to improve on, and produce, written materials (papers, essays, projects, journals, etc.) that analyze, integrate, and critique critical theories, issues and research in human behavior.

RESEARCHED, CONDUCTED and EXAMINED experiments and display practical competence in the use of behavioral theory, research and assessment. Class debates, group discussions, individual presentations, etc., exhibit oral fluency in articulation of the theory, and practice of behavioral science. Demonstrates multi-cultural awareness and appreciation of human diversity.

Elated Weddings
San Antonio, TX 78249
Design and Marketing Assistant
Supervisor: Imogene Goodman-Rodriguez

03/2015 – 10/2016
Hours per week: 12
Salary: \$14.00 Per Hour

PROMOTED products and services to bring in more clientele through the use of advertising, promotion managers, and marketing activities. Developed marketing strategies based on knowledge of establishment objectives, market characteristics, and cost and markup factors.

DEVELOPED pricing strategies and firm objectives by staying informed of market trends, thus maintaining customer satisfaction. Developed and organized lists describing product or service offerings in order to maintain proper organization and flow. Kept abreast of trends, trend forecasting, and strategic planning utilizing social media and market research to ensure the sale and profitability of products and services.

COORDINATES and ASSISTS in weekly promotional activities or trade shows, worked with developers, advertisers, or production managers, to market products and services. Consults with buying personnel to gain advice regarding the types of products or services expected to be in demand. Helps with the overall creation for the client's vision. Demands of the job required an

ENSURED compliance with the use of funds agreement accepted by clients. Made approved vendor purchases of expendable supplies and requests the procurement of non-expendable supplies and equipment. Arranged for routine cleaning, maintenance and repairs of equipment, and for transportation as required.

PROVIDED input for after action reviews to company owner on a wide range of topics. Reviews included employee helpfulness (usually up to four employees) per event. Meet with sponsors and organizing committees to plan scope and format of events, to establish and monitor budgets, and to review administrative procedures and event progress. Held one-on-one meetings to establish clients' desires which are used to evaluate and select providers of services according to customers' requirements.

PLANNED with vendors to establish the availability of audio-visual equipment, transportation, displays, and other event needs. Planned and develops programs, agendas, budgets, and services according to customer requirements.

IMCOM G9, Family Programs

Joint Base San Antonio-Fort Sam Houston, TX 78234

Army Volunteer Corps Volunteer

Supervisor: Lorraine Clark, AVCC (210-466-1207)

03/2015 - Present

Hours per week: 25

Salary: Zero

PROVIDED administrative support (typing, phone calls, file organization, etc.) to Installation Management Command (IMCOM) G9 Family Programs Program Managers for Army Volunteer Corps (AVC), Army Family Team Building (AFTB), Army Family Action Plan (AFAP) and Mobilization and Deployment (Mob/Dep).

REVIEWED, EDITED, and FORMATTED program guidebooks. Assembled manuals, guidebooks, packets. Coordinated special projects. Answered and assists on Defense Connect Online (DCO) Calls. Offered training, based on qualifications, for teleconferences or DCO.

RESEARCHED materials: articles, newsletters, pages, blogs either for programs or to promote better understanding of programs. Assisted with analysis of customer demands, social change, community needs using social media (i.e. Twitter, Facebook, Instagram, and Snapchat) and other means in an effort to improve programs and events.

ASSISTED with data analysis from Client Tracking System (CTS) and Volunteer Management Information System (VMIS). Organized files systematically. Created forms, documents, certificates, spreadsheets. Maintained confidentiality of any information protected by the Privacy Act.

US Air Force

Boerne, TX 78015

Child and Youth Program Assistant Series 1702

Supervisor: Christopher Keiser

04/2015 - 08/2015

Hours Per week: 39

Salary: \$11.32 per Hour

SUPERVISED as a Child and Youth Program Assistant (CYPA) in one or more child and youth programs. Worked with accountability systems (sign-in/out sheets, and computer systems) to ensure the whereabouts and safety of children and youth. Based on a required activity log used to help tactile, mental, and emotional growth plans, activities were coordinated for the youth programs. Activities were then personally adjusted to fit program participants based on observed needs of individual children and youth ranging in age from 6 weeks to 18 years.

an audience through a presentation. Critical analysis - Attainable to research and critically evaluate texts, information and argument to offer informed and logical arguments of their own.

ANALYZED data and statistics - Able to interpret and critically assess scientific data, using problem-solving and reasoning skills. With experimental research am able to gather, assess, utilize and prepare statistical information. Confident in exploring different approaches and exercising personal responsibility and initiative. Data collection (surveys, polling, etc.) taught the ability to obtain, maintain, and analyze data for planning and reporting purposes in accordance with program guidance.

PREPARED reports and surveys as appropriate, using gathered data, to meet requirements outlined by the department and as requested. Gained knowledge in conducting assessments with clients to determine required needs and evaluating safety and levels of risk. Through client assessment training, can identify urgency of cases and develop a plan for assistance. Ethics and safety training enabled the conduction of safety planning and initiate the notification process with specific agencies. Psychology education provided a foundation to recognizing symptoms of emotional distress.

ATTAINED knowledge of how to maintain a resource book with local professional and non-professional services for emotionally distressed individuals. Attendance of classes on ethics and rights brought the ability to inform individuals of reporting options, their rights and responsibilities.

PROFICIENT in Computer and IT - skills used for the handling of textual and graphical information, including the use of the Internet for research and a variety of Social Media (Facebook, Twitter, etc). Using gained knowledge can effectively solve problems by analyzing complex fact situations to identify the legal issues raised and applying legal rules and principles to them. Gained Project Management experience running a significant empirical project with independence and responsibility, to meet constraints and time limits, and to achieve work of a recognized scientific quality which takes account ethical dimensions.

ABILITY to work independently with minimal direction; organize work and manage time effectively. Team-player, able to participate in and contribute to group activities and use material derived from these to inform written assessments. Performed a variety of administrative functions to include writing and reviewing official correspondence. Determined data required for analysis and devises, appropriate methods for securing required information from sources such as reports, surveys, on-site investigations, discussions with officials, statutes, policies, plans, schedules, etc.

ANALYZED data, hypotheses/issues and selects and applies accepted analytical techniques. Research required the development of the initial hypotheses and recommendation of solutions for problems analyzed for submission to professors or group members. Proper time management and organization helped in tracking and organizing a large number of project actions and official correspondence.

Army Community Service
Fort Sam Houston
Fort Sam Houston, TX 78234 United States
Volunteer

10/2009 - 08/2013
Hours per week: 15
Salary: Zero

National University La Jolla, CA United States
Master's Degree 07/2016
GPA: 3.175 of a maximum 4.0
Credits Earned: 54.00
Major: Human Behavior

University of Texas at San Antonio San Antonio, TX United States
Bachelor's Degree
GPA: 3.01 of a maximum 4.0
Credits Earned: 175 Semester hours
Major: Psychology

St. Philip's College San Antonio, TX United States
Associate's Degree
GPA: 3.7 of a maximum 4.0
Major: Culinary Arts

Job Related Training:

ENG Introduction to Literature (3 Semester Hours)
MAS Latino Cultural Expressions (3 Semester Hours)
SOC Social Problems (3 Semester Hours)
SPN Elementary SPN I (3 Semester Hours)
PSY Statistics for Psychology (3 Semester Hours)
PSY Abnormal Psychology (3 Semester Hours)
PSY Social Psychology (3 Semester Hours)
PSY Theories of Learning (3 Semester Hours)
PSY Introduction to Psychology (3 Semester Hours)
PSY Cognition (3 Semester Hours)
PSY Motivation and Emotion (3 Semester Hours)
PSY Attitudes (3 Semester Hours)
PSY Sensation and Perception (3 Semester Hours)
PSY Psychology Perspectives on Gender (3 Semester Hours)
PSY Psychology of Health (3 Semester Hours)
SOC Social Stratification (3 Semester Hours)
SOC Intro to the Study of Society (3 Semester Hours)
WS Introduction: Women's Studies (3 Semester Hours)

CERTIFICATES:

Government Purchase Card - November 2018
Basic Transition Employment Management (BTEM) - May 2019
Personal Financial Readiness (PFR) - May 2019
Bob Pike Train the Trainer - June 2018
Bob Pike Gamification - September 2018
Airman and Family Readiness Center Basic Course - February 2019
Advanced Facilitation - January 2017
Emerging Leaders Course (ELC) - July 2017
Programs & Policies - Travel Card Program (Travel Card 101) - May 2017
DTS (Basic)-About DTS - May 2017
Telework Fundamentals - Employee Training - March 2017
DoD Combating Trafficking in Persons - General
Force Protection - Annually



Joint Base San Antonio Statement of Eligibility

Applicant Full Name: Melanie E. Gallegos

Residential Address: 7902 Hatchmere Ct.
Converse, Tx 78109

Physical Address of Employer: 5557 Watkins Patch
Bldg 1630
Fort Sam Houston, Tx 78234

Board of Trustees Location Applying For:

I hereby make a formal application for the above indicated Board of Trustees. In doing so, I confirm that:

- I am qualified under the general school laws of Texas and live or am employed on JBSA.
- I attest the contents of my resume.
- I am a qualified voter.
- I willingly accept the appointment to the Board of Trustees and will serve in this capacity with full adherence to the state established standards on the duties and responsibilities of school board members.

Melanie E. Gallegos
Signature of Applicant

7/31/2019
Date

Melanie E. Gallegos
Printed Name of Applicant

**Digital Signatures are authorized. If using a wet signature, please sign, date and print legibly.
Form must be completed prior to setting up your interview with the selection board.**

Melanie Eve Gallegos

DSN: 471-3381

Office: 210-221-3381

Email: melanie.e.gallegos.naf@mail.mil

Experience/Work History:

US Air Force

Bldg. 1630

Fort Sam Houston, TX 78234 United States

Experience/Work/History

08/2011 - Present

Series: NF-04

Instructional Program Specialist/SKIES Manager (This is a federal job)

Duties, Accomplishments and Related Skills:

Manage the overall planning, managing, integration, evaluation and analysis Instructional Programs/SKIES.

Coordinates details of activities to include: sports and fitness, social recreation, community-wide activities, and instructional classes and workshops, preteen and teen activities, before and after school and day camp activities, community services partnerships.

Negotiate prices, times and availability for potential contractors.

Develops a scope of work which consists details on services to be provided, times, locations and a dollar amount that will correspond with the budget for the contracting officer.

Provide training for all contractors and submit their Care National Agency Check and Inquiries (CNACI), Instillation Records Check (IRC)

Processes all contractors' payouts through accounting.

Perform regular observations and evaluations on contractors and youth program staff.

Create and maintain all logistics of classes within the webtrac system. Maintain cost effectiveness for our programs when networking for new contractors.

Establishes and maintain relationships with military families. Organize and maintain child/youth/contractor file. Brief CYS Programs at the newcomers brief twice a month at the Family Readiness Center. Collaborates with Joint Base San Antonio (JBSA) marketing department with special instillation events as the Youth Programs (YP) representative with special events on the instillation: Glow Run, Cowboys for Heroes, Oktoberfest, Fiesta, and Take a Brake at Canyon lake and manages staff.

Directs, plans and manages staff needs and supplies for special events. Appointed to exercise the supervisory responsibilities of the EDGE! Program prior to its dissimulation.

Supervisor: Jeanne Warren (210-221-4488)

US Army Child Development CTR
Bldg. P-10785C Chapel Drive
Black River, NY 13612 United States

09/2007 - 09/2008

Lead

Duties, Accomplishments and Related Skills:

Planned and implemented developmentally appropriate programming, curriculum and activities for children and youth in their care. Instructed team members on daily tasks and written instructions. Briefed parents on the activities of their children and the observations made throughout the day. Worked closely with supervisors, trainer to implement activities and special events appropriate for the children in their care. Sets up displays, bulletin boards of artwork or special information for parents.

Maintained and submitted all USDA, accident reports, and medication forms to my director on a monthly basis. Conducted on-the job training and provides instructions for incoming room staff. Maintained control of and accounts for the whereabouts and safety of children and youth.

Exercised significant work methods and provides work-related guidance to subordinates.

Ensured employees followed safety, fitness, and health and nutrition procedures methods and provides work related guidance to subordinates. Instructed employees in specific tasks and job techniques; makes available written instructions, reference materials and supplies. Explained and ensured compliance with program guidance, procedures, policies and directives.

Collaborated with TACS on the Child Abuse Risk Assessment Tool (CARAT) Team and provided expertise in evaluating child abuse and neglect, assessed risk and protective factors, and provided recommendations for interventions to protect children and enhance a caregiver's capacity to provide a safer environment.

Supervisor: Cheryl Burns Stephens (315-774-4831)

Okay to contact this Supervisor: Yes

Education:

Iver C. Ranum High School Denver, CO United States High School
or equivalent 06/1988

Front Range Community College Westminster, CO United States
Some College Coursework Completed

Relevant Coursework, Licenses and Certifications:

withdrew

University Of Northern Colorado Greeley, CO United States Some College
Coursework Completed



Joint Base San Antonio Statement of Eligibility

Applicant Full Name: LaShonda F. Harvey

Residential Address: 3800 Perrin Central Blvd

Apartment 622

San Antonio

Texas

Physical Address of Employer:

2530 Funston Road

~~3800 Perrin Central Blvd~~

~~Apartment 622~~

FORT SAM HOUSTON

~~San Antonio~~

Texas

Board of Trustees Location Applying For: Fort Sam Houston

I hereby make a formal application for the above indicated Board of Trustees. In doing so, I confirm that:

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- I attest the contents of my resume.
- I am a qualified voter.
- I willingly accept the appointment to the Board of Trustees and will serve in this capacity with full adherence to the state established standards on the duties and responsibilities of school board members.

HARVEY.LASHONDA.
F.1114166983

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HARVEY LASHONDA F 1114166983
Date: 2019.07.30 08:05:22 -05'00'

Signature of Applicant

LaShonda Harvey

Printed Name of Applicant

30 July 19

Date

**Digital Signatures are authorized. If using a wet signature, please sign, date and print legibly.
Form must be completed prior to setting up your interview with the selection board.**

MS. LaShonda Fanee Harvey

14001 Oak Meadows

Universal City, TX 78148 US

Mobile: 4022126735 - Ext:

Evening Phone: 4022126735 - Ext:

Email: lashonda707@gmail.com

Availability:

Job Type: Permanent

Work Schedule: Full-Time, Job Sharing

Desired locations:

United States - TX

Work Experience:

Offutt Child Development Center

55 FSS/FSFC

105 Washington Square Suite 136

Bellevue, NE 68113 United States

08/2013 - Present

Salary: 41,130.00 USD Per Year

Hours per week: 40

Clerk

Duties, Accomplishments and Related Skills:

I can type at least 40 words per minute, based on a 5 minute sample with three or fewer errors. I provide clerical and automation support for administrative correspondence, personnel actions, timecards, and various other support functions am Courteously provide appropriate information and answer questions concerning types and availability of programs. I Enroll children into appropriate child/youth program, ensuring parents complete required forms. Assist parents with form completion. Input enrollment data accurately into database. I am accurate computes and collects fee for child care program participants, ensuring local policies are adhered to; inputs payment data into database ensure payments are accurately recorded in accordance with local policies; notifies supervisor of account deficiencies after an attempt has been made to collect payments from parents'. Accurately prepare and transport daily deposit next business day Utilize office automation software to perform administrative functions such as payroll, word processing, electronic mail and electronic records management can Establish, update, and maintain office records Accurately maintain data in the appropriate electronic file. Use child care enrollment software to monitor children's records Establish files, maintain, purge, and dispose of office records/files accurately maintain established files in accordance with an office file plan so that materials may be easily retrieved. I Consolidate, attach, and/or cross references materials in multiple categories with previously filed materials so that relevant information is complete and readily available. I

with applicable laws and regulations. . I work with a minimum of direct supervision. . Knowledge of current principles of educational techniques and methods Ready to effectively communicate verbally and in writing sufficient to express ideas, thoughts and instructions clearly to students, parents, community and staff, regardless of ethnic, racial, religious background or socio-economic level. I am Able to collaborate effectively on inter- and intra-agency levels. Has the ability to supervise staff and volunteers, coordinate and assign tasks, evaluate results and control assignments. Has the Ability to produce an effective educational program for students of preschool age. Ready to schedule and manage time effectively. Has the ability to read, understand and implement policies, procedures and state mandates. I am very Knowledgeable of NAEYC Accreditation process. I Have the Knowledge of and ability to evaluate curriculum Knowledge of policies and regulations governing the operation of a child development center, e.g., fire, health, safety, and facility requirements, food service regulation, design criteria and financial operations, and ability to plan and budget to meet operating needs structure assignments and assigns work to subordinates based on priorities and deadlines, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. I interpret and monitor the implementation of Air Force and National Association for the Education of Young Children criteria for center-based child care services. I plan, administer, supervise, carry out and evaluating early childhood development and preschool programs designed to promote children's physical, social, emotional and cognitive growth from infancy to school age. I Interpret all applicable policies and guidance; evaluates/assesses program effectiveness; makes recommendations for program development and improvements; and implements, directs, and coordinates the program operations in accordance with regulatory guidance. I have the knowledge of child development principles, norms, behaviors, growth patterns, and procedures to develop meaningful program services, establish criteria for the organization of developmentally appropriate child activity spaces, determine requirements for program materials and equipment and develop curriculum plans and activities which promote the physical, social, emotional and intellectual growth and development of children from infancy through school age Maintain effective communications with subordinates, early childhood education professionals, co-workers, superiors, and patrons. I Establish develop and maintain effective working relationships with early childhood education professionals, customer organizations, human resource office, civilian personnel, financial management, family advocacy, public health, medical community, schools, safety, and fire department. I promote purpose and program, services, orientations, and activities within the activity, and with the squadron, program patrons, and the public. I exercise supervisory personnel, administrative, and managerial responsibilities in relation to subordinate groups, squadrons and staff agencies. I apply Equal Opportunity principles and requirements to all personnel management actions and decisions and ensure all personnel are treated in a manner free of discrimination. I explain performance expectations, provide regular feedback, and appraise performance of subordinate supervisors and employees directly supervised.

Executive Leadership staff, provides assignment clarification/instructions, and facilitates development of any appropriate attachments' Provide general clerical, public contact, and support services, such as answering the telephone, referring visitors, or providing information about the office, its functions, and standard operating procedures. I Deal with people of varied backgrounds. I communicate with staff and management. I organized effectively the flow of administrative/clerical processes in an office environment am responsible for the control, assignment, coordination, and final review of all such material prepared for the signature Use the computer programs and other applications to assure that message traffic and correspondence is reviewed and routed for action and/or distributed to appropriate parties in a timely manner can use the computer system to input and extract information regarding patient care. I used office equipment such as copy machine, fax machine, printer, scanner, etc. Can use word-processing and printing equipment to create, copy, edit, store, retrieve and print a variety of documents can compile and sorting data for accuracy after initial entry I Integrate several types of software to generate specific working documents and forms such as spreadsheet, database, word processing, graphics and other similar products.

J. C. Penny

Birmingham, AL United States

08/1996 - 06/2000

Salary: 30,000.00 USD Per Year

Hours per week: 50

Hair Stylist

Duties, Accomplishments and Related Skills:

Duties: Provide excellent customer service to our members and guests by answering phone calls, setting appointments, greeting members/guests upon arrival, pre-selling/selling our membership, working with companies on corporate memberships, maintaining professional front desk and reception area, assisting in administrative tasks including filing, member folder maintenance, and data entry of client records and surveys, liaison between the front desk and therapists, scheduling of therapists and clients, assists in maintaining cleanliness of therapy rooms, and common areas.

Experience: Sales and customer service experience preferred. Ability to effectively communicate with members/guests on membership benefits, and clinic policies and procedures. Ability to work cohesively with others in a fun fast paced environment. Able to work flexible schedule. Previous sales in the health and wellness industry beneficial.

Education:

Metropolitan Community Collage Bellevue, NE United States

Some College Coursework Completed 06/2012

Relevant Coursework, Licenses and Certifications:

Child Development Associate

Employee of the Month 2008
Employee of the Month 2009
Employee of the Quarter 2009
Employee of the Year 2009



Joint Base San Antonio Statement of Eligibility

Applicant Full Name: Richard G. Kling III

Residential Address: 2748 Worth Rd-Suite 200

Fort Sam Houston

Texas

78234

Physical Address of Employer:

2748 Worth Rd-Suite 200

Fort Sam Houston

Texas

78234

Board of Trustees Location Applying For:

I hereby make a formal application for the above indicated Board of Trustees. In doing so, I confirm that:

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- I willingly accept the appointment to the Board of Trustees and will serve in this capacity with full adherence to the state established standards on the duties and responsibilities of school board members.

KLING.RICHARD.GOR
DON.III.1018607197

Digitally signed by
KLING.RICHARD.GORDON.III.1018607197
Date: 2019.07.31 07:55:46 -04'00'

Signature of Applicant

Richard G. Kling III

Printed Name of Applicant

07/31/2019

Date

***Digital Signatures are authorized. If using a wet signature, please sign, date and print legibly.
Form must be completed prior to setting up your interview with the selection board.***

RICHARD G. KLING III

10909 Forest Breeze, San Antonio, TX 78233

(703) 399-5916

Richard.kling6@gmail.com

www.linkedin.com/in/richard-kling6

PROFESSIONAL SUMMARY

Multi-disciplined Military Veteran with **Active Secret Security Clearance**, over 25 years of proven experience in the **United States Army**. Accomplished measurable results while leading teams ranging from 12 to over 100 personnel in dynamic, fast-paced environments at any given time throughout an accomplished military career. Currently a **DA Civilian** in support of the **Army Surgeon General** as a resourceful Protocol Specialist adept at fostering productive national and international relationships between U.S. Army Executive Officers, civilians and foreign military delegates. Meticulous experience with planning, coordinating, directing, training and executing high level events for up to 400 personnel. Specialized in managing and processing official representation funding (ORF) approvals in excess of \$280k per year in support of all Army medical regions worldwide to support special functions and gift purchases at the executive level. Recipient of multiple awards for outstanding performance and professionalism. Career supported by a **Bachelor of Science in Health Science**, specialized training as **Billing Official, Government Purchase Card Holder, Certifying Official, Acquisition Ethics and Management of Internal Controls Program Manager**. Areas of expertise include:

- Healthcare Administration
- Policy Implementation
- Public Speaking
- Training & Development
- Communication/Organization
- Inventory Control
- ORF Budget Execution
- Data Analysis
- Microsoft Office Suite

PROFESSIONAL EXPERIENCE

Protocol Specialist **2018-Present**
Office of the Surgeon General and U.S. Army Medical Command, Fort Sam Houston, Texas

Advises the Executive Services Director and Protocol Chief regarding protocol matters in support of the Surgeon General and Commanding General of the U.S. Army Medical Command (MEDCOM), Deputy Commanding General (Operations) and Deputy Chief of Staff on matters pertaining to Protocol to assure proper operation for functions involving military and civilian visitors from the White House, Congress, Department of Defense (DoD), Department of the Army (DA), government, foreign dignitaries, contractors and private industry.

- Planned and executed flag setup, seating, meal arrangements and entertainment for over 12 high level events including visits by Civilian Aides to the Secretary of the Army (CASA's) and General Officers consisting of more than 1,100 DoD, DA, Congressional members and foreign personnel in direct support of the Surgeon General.
- Developed and created multiple itineraries, agenda's, event programs and biographies for 16 MEDCOM leader development programs, Congressional Visits, Changes of Command, foreign dignitary visits and promotion/retirement ceremonies.
- Provided protocol knowledge, etiquette rules and support in executing flag setup, seating arrangements and event registration at the 2018 Fort Sam Houston 243rd Army Birthday Ball with over 700 guests.

Assistant Deputy Director **2014 – 2017**
Office of the Surgeon General and U.S. Army Medical Command, Fort Sam Houston, Texas

Supervisor and Senior Advisor to the Army Surgeon General and General Officers/Senior Executive Service personnel on protocol, Executive Medicine, Official Representation Funds (ORF) and executive level daily operations.

- Supervised and responsible for the welfare and training of twelve Department of the Army civilians and one field grade officer
- Executed accountability, obligation and disbursement of the Medical Commands \$280K official representation funds encompassing all regions worldwide.
- Improved ORF and gift inventory processes for efficiency; maintained 100% accountability of \$8K worth of gift items for distinguished visitor presentations.

**Deputy Director
Fort Belvoir Community Hospital, Fort Belvoir, Virginia**

2013-2014

Provided senior administrative expertise to the Director of Education, Research and Training and Department Directors on command doctrine, leader development, organization and material issues and operational readiness.

- Cultivated a Hospital Education Directorate consisting of four departments with 50 Army, Navy, DA Civilians and Contractors providing health education and services to over 3,600 employees.
- Spearheaded enforcement of Joint Training Record compliance coordinating use of comprehensive tracking tools and training over 98 department training officers.
- Implemented a "Leadership Academy" reinforcing a "Culture of Excellence" & developing conflict resolution/counseling skills to over 400 military and civilian staff.
- Improved the healthcare training program increasing efficiency and sustainability of 191 personnel within 10 months leveraging healthcare resources in the National Capital Region and Department of Defense.

**Senior Personnel and Operations Manager
421st Multifunctional Medical Battalion, Baumholder, Germany**

2012-2013

Senior level staff manager for a Medical Battalion in Europe. Served as senior enlisted advisor to the commander on all organization matters; responsible for unit leader development programs, standards and policies.

- Fostered command climate, morale, good order, and discipline; responsible for the health, welfare, training, and safety of 87 Soldiers and their Families.
- Supervised the maintenance and accountability of property valued in excess of \$2.5M; supported an active Family Readiness Group.
- Planned, coordinated and supervised movement of unit personnel, equipment and vehicles during unit relocation 150 miles away; incorporated safety loss reports and safety briefs during daily operations & training.
- Oversaw design, construction and implementation of the first medical simulation training platform within the unit. U.S. units across Germany including multinational forces sought out use of this training to develop and hone their medical skills.

**Personnel and Operations Manager
557th Area Support Medical Company, Wiesbaden, Germany**

2010-2012

Personnel manager for an Area Medical Company in United States Army Europe with the mission of providing Level IV Army Health System support in support of Full Spectrum Operations in a Joint and Combined Environment

- Encouraged command climate, morale, good order, and discipline; responsible for the health, welfare, training, and safety of 82 Soldiers and their Families.
- Managed the operational readiness of more than 60 LINs and CTA items of government property valued in excess of \$7M. Oversaw the company supply team's effort to turn in more than 190 excess property items
- Conducted movement and field operations of the company responsible for subordinates treating 73 patients and conducting 30 real world labs, x-rays, and dental exams.

REFERENCE LIST

1. Nancy Popejoy
U.S. Army Office of the Surgeon General
Executive Services Director
Nancy.j.popejoy.civ@mail.mil
(703) 839-2756
2. Dr. Gloria Hajat
Department of Defense Education Activity (Europe)
RAF Lakenheath Middle School Principal
Gloria.m.hajat.civ@mail.mil
(+44) 7884-581467
3. Greg Canty
Defense Health Agency
Executive Services Director
gregory.l.canty.civ@mail.mil
(703) 681-6478
4. Lieutenant General (Ret) Patricia Horoho
Former Army Surgeon General
armysg43@gmail.com
(703) 231-8418
5. Command Sergeant Major (Ret) Donna Brock
Executive Coach at LWM III Consulting
Former U.S. Army Medical Command, Command Sergeant Major
donna.brock51@gmail.com
(254) 289-9650



Joint Base San Antonio Statement of Eligibility

Applicant Full Name: *Amarilyns Silva*
Residential Address: *25035 Cambridge Well*
San Antonio, Tx 78261

Physical Address of Employer: *3060 Stanley Road*
FORT SAM Houston, Texas 78234

Board of Trustees Location Applying For: *Fort Sam Houston Independent School district*

I hereby make a formal application for the above indicated Board of Trustees. In doing so, I confirm that:

- I am qualified under the general school laws of Texas and live or am employed on JBSA.
- I attest the contents of my resume.
- I am a qualified voter.
- I willingly accept the appointment to the Board of Trustees and will serve in this capacity with full adherence to the state established standards on the duties and responsibilities of school board members.

Amarilyns Silva

Signature of Applicant

30 July 2019

Date

Amarilyns Silva

Printed Name of Applicant

Digital Signatures are authorized. If using a wet signature, please sign, date and print legibly. Form must be completed prior to setting up your interview with the selection board.

MS. Amarilys Silva
25035 Cambridge Well
San Antonio, TX 78261 United States
Mobile: 210-478-7230 - Ext:
Email: silva872@hotmail.com

Availability:

Job Type: Permanent

Work Schedule: Full-Time

Desired locations:

United States - TX - San Antonio United Kingdom - Lakenheath

Work Experience:

Military & Family Readiness Center

3060 Stanley Road

Fort Sam Houston, TX 78234 United States

03/2016 - Present

Hours per week: 40

Series: 0101 **Pay Plan:** GS **Grade:** 09

Work Life Specialist (This is a federal job)

Duties, Accomplishments and Related Skills:

SERVE AS WORK LIFE SPECIALIST in the Employment Readiness Program that assist our Military and Family Members, Retirees, and Department of Defense (DoD) civilians with their career plan and job search.

EXTENSIVE KNOWLEDGE OF AIRMAN & FAMILY READINESS CENTER mission, functions, goals, objectives, and sources of funding pertinent to A&FRC programs/organizations.

PROVIDE EMPLOYMENT CAREER/COUNSELING to Military and Family Members and all ID cardholder either in face to face interviews/assessments or by conducting workshops. These methods allow to apply knowledge, resources, tools and techniques of securing employment opportunities in the Federal system or in the private sector.

PROVIDE knowledge of laws and regulations concerning Special Hiring Authorities, Executive Orders and Priority Placement Programs to clients of all military branch services. Provide 2 monthly Federal Resume Classes to civilians, veterans, transitioning Service Members and Spouses.

CONDUCT 10-15 resume reviews per week in person or by email, federal and private sector. Email 8-12 employment announcements to over 300 Employment clients on a daily basis.

TRAIN AND EDUCATE clients, employees, Transitioning Service Members by providing weekly workshop, special projects and initiatives/JOB FAIRS. Informs Military Commands and units of the availability of employment and financial resources within the military family life community and private organizations.

COUNSEL, ADVICE and EDUCATE employment clients on the best career plan for their future and provides the resources, tools and training to get them to accomplish goals.

UTILIZE Air Force Family Integrated Results and Statistical Tracking (AFFIRST) Data Base to create and update client cases.

DESIGN, DIRECT, AND IMPLEMENT the installation work/life services programs. Consult with on and off site community leadership officials on WORKLIFE and related issues. Establish goals, objectives, and procedures in accordance with applicable state, DoD and other federal guidance, regulations, and laws.

CONDUCT AND IMPLEMENT MARKETING AND PUBLIC RELATIONS CAMPAIGNS TO ENSURE TARGET POPULATION ARE INFORMED OF SERVICES AND RESOURCES. Prepare and deliver presentations on Military & Family Readiness Center programs and services. Maintain relationships with professional associations, base agencies to develop local networks and maintain resource and promotional materials accurately and update. Ensure resource centers maintain sufficient supply of materials that support WORKLIFE issues.

RESPONSIBLE FOR LINKING a variety of military and community support services with those Service Members, Civilians and Family Members who have greatest need of and are least likely to seek out and utilize such services.

DELIVER concepts, principles, and theories relating to behavioral science fields as well as community services to serviced populations.

ASSIST COMMANDERS, MILITARY PERSONNEL, RETIREES, DOD CIVILIANS EMPLOYEES, AND THEIR FAMILIES in providing extensive knowledge of social services.

DEVELOP GOALS AND OBJECTIVES that integrate organization and core life programs. Influence key organizational staff and organized groups within/outside the installation. DESIGN AND ESTABLISH marketing and public relation strategies to ensure target populations are informed of services and activities.

APPLY KNOWLEDGE and EXPERIENCE of a wide range of concepts, principles, and

theories relating to various social and/or behavioral science fields to include safety and security regulations, practices, and procedures.

SERVES AS GOVERNMENT PURCHASE CARD HOLDER for the 802 Force Support Squadron Military & Family Readiness Center with responsibility for applying guidance, analyze data to prepare budget estimates, develop alternatives, coordinating and approving purchases to ensure that program requirements are met.

DETAIL AS PROPERTY BOOK OFFICER AND MAINTAIN PROPERTY BOOK. CONDUCT AND MONITOR INVENTORIES for the 802 Force Support Squadron Military & Family Readiness Center and identify discrepancies and perform reconciliations of critical assets applying DoD regulations, policies and procedures.

ACCOMPLISHMENTS:

2019 – Outstanding Performance Evaluation led to 40 hours of Time Off Award and a Monetary Award

Supervisor: Rodney Gaither (210-221-9826)

Okay to contact this Supervisor: Yes

379th EFSS Airman & Family Readiness Center
379th EFSS, Unit 61209, Al Udeid, Air Force Base
Al Udeid, DOHA, Qatar

07/2018 - 11/2018

Hours per week: 72

Series: 0101 **Pay Plan:** GS **Grade:** 09

This a time-limited appointment or temporary promotion

Transition Assistance Program Manager (This is a federal job)

Duties, Accomplishments and Related Skills:

(This is a Civilian Expeditionary Deployment tour)

SERVED AS ACTING DIRECTOR AND LEADERSHIP for Air Force Central Command's sole Airman and Family Readiness Center, LEADING a team of three personnel in which over one hundred courses, outreach events, and consults were offered to ensure the readiness of over 20 thousand joint and coalition Service Members in support of Operation's INHERENT RESOLVE and FREEDOM'S SENTINEL.

IMPLEMENTED the installation WORK/LIFE services programs. CONSULTED with on and off site community leadership officials on WORKLIFE and related issues. ESTABLISHED goals, objectives, and procedures in accordance with Department of Defense (DoD) and other federal guidance, regulations, and laws maintaining effective working relationships using tact and diplomacy.

SERVED AS TRANSITION ASSISTANCE PROGRAM MANAGER providing Service Members with the Knowledge, Skills, and Abilities to empower them to make informed career decisions, be competitive in a global workforce, and become successful contributors to their community as they transition from military to civilian workforce. EDUCATED them with easily accessible resources and information to make their transitions more successful.

COORDINATED AND DIRECTED Southwest Asia's only five-day Transition Assistance Program Seminar, teaming with the Veterans Administration and Department of Labor to prepare over 75 joint warriors for life after military service.

SERVED AS FULL ACCESS ADMINISTRATOR for Air Force Family Integrated Results and Statistical Tracking (AFFIRST) Data Base with supervisory responsibilities to create, update, add, and delete staff's client cases.

Military & Family Readiness Center
3060 Stanley Road
Fort Sam Houston, TX 78234 United States

12/2015 - 03/2016

Hours per week: 40

Series: 0301 Pay Plan: GS Grade: 07

Family Readiness Coordinator (This is a federal job)

Duties, Accomplishments and Related Skills:

SERVED AS THE MOBILIZATION AND DEPLOYMENT SPECIALIST under the 802D Force Support Squadron Mobilization and Deployment Program manager at a Joint Base environment. Coordinates the provision of Military & Family Readiness Center requirements and provides direct WORKLIFE support as needed.

PROVIDED DIRECT PRE DEPLOYMENT AND POST DEPLOYMENT BRIEFINGS on a weekly basis to units and individual mobilizing service members. Provided Master Resiliency Training to tenant and geographically separated units. CONDUCTS COMPREHENSIVE community needs assessment on a semi-annual basis to identify family support program requirements of the community.

INTRODUCED UNIT AND DETACHMENT COMMANDERS OF ALL COMPONENTS in the establishment and training of Family Readiness Groups. Assist the Family Readiness Group Leaders and Family Readiness Support Assistants develop information and referral of WORKLIFE services and activities provided to military community on and off the installation.

PERFORMED the Army Readiness portion of Soldier Readiness Processing (SRP) for Service Members deploying and reviews family care plans for completeness and

accuracy.

IMPLEMENTED, MAINTAINED AND PROVIDED installation WORKLIFE services that meet community needs. Conducts and implements marketing and public relations campaigns to ensure target populations are informed of services and resources.

CONSULTED AND BRIEFED COMMANDERS, INSTALLATION LEADERSHIP, AND THE COMMUNITY AT LARGE to keep them abreast of service members and family issues. Maintains close liaison with local, state, and federal agencies and reserve component family support program coordinators.

DEVELOPED, COORDINATED AND IMPLEMENTED program outreach and awareness initiatives responsible for identification of target population. Monitor, analyze and document WORKLIFE services effectiveness. Utilize general standards and overall planning responsibilities to analyze and find solutions to diverse and complex problems involving military and civilian agencies.

Supervisor: Rodney Gaither (210-221-9826)

Okay to contact this Supervisor: Yes

Military & Family Readiness Center

3060 Stanley Road

Fort Sam Houston, TX 78234 United States

02/2015 - 12/2015

Hours per week: 40

Series: 0301 **Pay Plan:** GS **Grade:** 07

Armed Forces Action Plan (AFAP) Program Coordinator (This is a federal job)

Duties, Accomplishments and Related Skills:

SERVED AS THE ARMED FORCES ACTION PLAN (AFAP) MANAGER AT A LARGE ARMY INSTALLATION IN A JOINT BASE ENVIRONMENT. Responsible for developing, coordinating, administering, and implementing the AFAP program for all family and military service components, and mission partners. Plans and conducts the AFAP Conference for over 300 attendees.

RESPONSIBLE FOR DEVELOPING, COORDINATING, ADMINISTERING, AND IMPLEMENTING PROGRAMS DESIGNED TO ASSIST AND CONTRIBUTE TO THE WELL-BEING OF THE TOTAL MILITARY FAMILY IN A JOINT BASE ENVIRONMENT.

EFFECTIVELY LEAD AND CHAIR COMMITTEES, WORKING GROUPS, AND TEAMS. Ability to gather, assemble, and analyze facts, conduct analysis, devise recommended solutions, and package the entire process in briefings or reports suitable for top management use and decision making.

PLANED, IMPLEMENTED, ADMINISTERED, AND COUNSELED on Family Support Center's career, transition, relocation, family, and other WORKLIFE services and activities provided to military members, retirees, civilians, and their families. Assesses individual and family needs and provide continuing WORKLIFE services to eligible population.

CONDUCTED AND IMPLEMENTED MARKETING AND PUBLIC RELATIONS CAMPAIGNS to ensure target populations are informed of WORKLIFE services and activities. Incumbent coordinates and manages program implementation providing service members and families in a joint base community the opportunity to raise WORKLIFE issues and/or concerns regarding quality of life for leadership information and action.

IMPLEMENTED PROGRAM GUIDELINES to preserve high visibility afforded by command involvement facilitating significant contributions to readiness and the emphasis on ensuring opportunities for improved quality of life and community commitment.

CREATED AND PUBLISHED GUIDANCE, OPERATION ORDERS, INSTRUCTIONS, TRAINING PLANS, AND CONDUCTS TRAINING CLASSES. Developed, researched, and analyzed suggested AFAP concerns that involve a wide and varied range of WORKLIFE issues impacting military, family, and civilian quality of life, such as housing, financial support, employment and civilian support, mobilization, deployment, wounded warrior, relocation, medical and dental care, family support, and more.

PROVIDED EXPERT CONSULTATION SERVICES TO THE INSTALLATION COMMANDER AND STAFF. Provided overall support to promote cross-organizational collaboration in addressing individual, family, and community concerns. Promotes prevention and resiliency. Establish a core team and manage volunteers to support program operations.

PLANED AND FACILITATED the process of classrooms modifications and COORDINATED ongoing support of these rooms and TRAINED staff in the use of classroom technologies.

Supervisor: Rodney Gaither (210-221-9826)

Okay to contact this Supervisor: Yes

Naval Junior Reserve Officers Training Corps (NJROTC)
990 Voyager Drive
Lackland AFB, TX 78236 United States

12/2013 - 02/2015

Hours per week: 40

Series: 0303 Pay Plan: GS Grade: 06

Administrative Assistant (This is a federal job)

Duties, Accomplishments and Related Skills:

PROVIDED ADMINISTRATIVE SUPPORT AND WORKLIFE SERVICES to military members and families. Organized instructors' schedules to help provide educational services to the military community. Continually communicated with instructors via email and phone to meet time sensitive WORKLIFE services requests.

ESTABLISHED, UPDATED, AND MAINTAINED office records and school's instructors' files in accordance with Navy Junior Reserve Officers Training Corps (NJROTC) regulations and procedures. Provided logistical support for approximately 60 NJROTC units.

PREPARED documents for electronic orders for uniforms, curricular, and organizational items using the JROTC unit management system (JUMS). PROCESSED electronic claims for financial reimbursement to secondary educational institutions and forward claim via the Wide Area Work Flow (WAWF). Tracked special and routine authorizations issued by the NJROTC Program Office.

ASSISTED IN THE COORDINATION AND EXECUTION of area events and provided logistical support including, but not limited to, area competitions, instructor's training, and other events as directed by the area manager. Used various functions of multiple office automation software to produce a wide range of documents. Prepared a wide variety of recurring and nonrecurring correspondence, reports, and other documents.

REVIEWED AND EVALUATED accomplishments and prepared reports concerning community needs and development of new WORKLIFE support services of the overall program.

PLANS AND FACILITATES the process of classrooms modifications and COORDINATES ongoing support of these rooms and TRAINED staff in the use of classroom technologies. Tracked office supplies and request supplies via Naval Service Training Command's Citizenship Development office.

Supervisor: Mike Hale (210-671-7646)

Okay to contact this Supervisor: Yes

65th Medical Brigade

APO, Yongsan-Dong 4-Ga, Yongsan-Gu

Seoul, Yongsan, Chungcheongbuk-do [Ch'ungch'ongbuk-do] South Korea

08/2012 - 07/2013

Hours per week: 40

Series: 0303 Pay Plan: GS Grade: 06

Family Readiness Support Assistant (FRSA) (This is a federal job)

Duties, Accomplishments and Related Skills:

PROVIDED ADMINISTRATIVE AND LOGICAL SUPPORT to commanders and volunteer Family Readiness Groups (FRG) Leaders allowing them to focus on the mission accomplishment. EXHIBITED INITIATIVE AND COMPREHENSIVE KNOWLEDGE in the application and implementation of all referral information concerning Army Family policy and WORKLIFE services and resources.

EFFECTIVELY MAINTAINED AND COORDINATED the continuity and stability of Family Readiness Group (FRG). Organized and successfully coordinated FRG activities within the units and update the Commanders on the WORKLIFE program services. Prepared General Service (GS) work performance evaluations, awards, and reports for the service chief and Non-Commissioned Officer In-Charge (NCOIC) in accordance with established Office of Personnel Management (OPM) requirements.

CREATED AND MAINTAINED A CONTINUITY BOOK with tasks, point of contacts, daily routines, meeting and procedures, FRG policies, volunteer job descriptions, FRG after action reports, and community information.

ACCOMPLISHMENTS: SELECTED AMONGST THE BRIGADE (BDE) AS THE TOTAL ARMY SPONSORSHIP PROGRAM (TASP) MANAGER responsible for 17 Division Readiness Units (DRUS) TASP managers. MAINTAINED A 100% TASP REPORT for all assigned 65th Medical BDE sponsors. SERVED AS AMBASSADOR for the 8A Commander and Community Assessment Symposium to prioritize WORKLIFE issues of concern.

CREATED A FORUM FOR SENIOR OFFICERS, AND THE COMMANDING GENERAL TO COMMUNICATE AND EVALUATE WORKLIFE COMMUNITY PROGRAMS/SERVICES. Assisted the 65th Medical BDE with the first wide Organizational Day, through coordination, fundraising, and weekly In Progress Review (IPR) in order to promote unit esprit de corps and Family Readiness wellness generating an enjoyable and safely unit event.

ORCHESTRATED OUTREACH SERVICES to Service Members and their families by promoting efficient and effective communication between the Command and Family Readiness Groups, thus preserving stability and resiliency on the home front.

SUCCESSFULLY RECRUITED Family Readiness Group Leaders; conducted sponsorship training for spouses and FRG Leaders significantly increasing the unit's readiness through information flow and training.

ATTENDED THE MASTER RESILIENCE TRAINING ACHIEVING a significant knowledge on the tools to aid our Service Members, Leaders, and Family Members in their ability to grow and thrive in the face of challenges and bounce back from adversity. Conducted monthly Resiliency trainings for Service Members and Family Members.
Supervisor: COL Ginnette Ruth (785-571-4522)
Okay to contact this Supervisor: Yes

39th Finance Battalion, Charlie Detachment

61169 Ray Barracks
Friedberg, Hessen , Hessen Germany

05/2003 - 03/2004

Hours per week: 40

Series: 0303 **Pay Plan:** GS **Grade:** 05

Military Pay Technician, Debt Management Clerk (This is a federal job)

Duties, Accomplishments and Related Skills:

RECEIVED collection request from various outside agencies, as well as the various sections from the battalion for processing. Received management notices, notice of indebt and discrepancy letters. Customer Service and Central Processing Center (CPC) Sections.

SCREENED visitors and telephone calls to the Supervisor. Start, stop, and changes allotments, Change of Leaving Allowance (COLA), Travel Vouchers, Statement of Charges, Basic Housing Allowance (BHA), and Overseas Housing Allowance (OHA).

Supervisor: Tracy Woods (324-3470)

Okay to contact this Supervisor: Yes

Education:

Central Michigan University Leavenworth, KS United States

Master's Degree 05/2012

Major: General Management Administration

Inter American University of Puerto Rico San German, PR United States

Bachelor's Degree 05/2001

Major: Bachelor in Arts **Minor:** Executive Secretary with Word Processing

Job Related Training:

05/19 Government Purchase Card (GPC) Holder Training

09/17 USAF Emerging Leader Course

10/16 Four Lenses Personality Assessment Instructor Training

10/16 Airman & Family Readiness Center (A&FRC) Basic Course

06/16 Personal Financial Readiness (PFR) Course

02/16 Civilian Acculturation Leadership Training (CALT)

02/16 Deployment Cycle Resiliency Training (DCRT)

12/15 Making the Transition from Staff to Supervisor

12/15 Leadership, Team-Building and Coaching Skills

08/14 Customer Service Excellence

03/13 Family Readiness Leader Course (FRG)

11/12 Master Resilience Training (MRT)

03/11 Raising Children with Resilience

06/09 Army Community Service (ACS)/Army Family Team Building (AFTB) Master Trainer Course, Instructing, Briefing, and Facilitating Training

Language Skills:

Language	Spoken	Written	Read
Spanish	Advanced	Advanced	Advanced

Additional Information:

07/18 Security Clearance

06/13 Commander's Award for Civilian Service in Yongsan, Korea

05/13 Certificate of Achievement in Yongsan, Korea

04/13 Commander's Certificate of Appreciation for Sponsorship in Yongsan, Korea

06/08 Commander's Award for Public Service in Japan

03/05 Eagle Award for Excellence in Arizona

11/02 Program of Excellence Award in Germany

Comprehensive and practical knowledge of social services delivery systems and concepts, principles, and theories relating to one or more of the social or behavioral science fields as well as of community services, locations, and availability to serviced populations.

Ability to communicate effectively both orally and in writing, clearly, concisely, and accurately.

Ability to plan, organized, and direct functions and staff of a medium to large sized organization.

Ability to establish effective professional working relationships with coworkers and customers, contributing to a cooperative working environment and successful accomplishment of the mission using tact and diplomacy.

Knowledge of intake evaluation that include financial issues, medical problems, marital difficulties, educational or behavioral problems to include those problems exhibited by children, job functioning, and relocation adjustments, knowledge of the social and behavioral sciences.

Excellent customer service, team player, work with minimum supervision, manages stress well, very skilled in decision making, advocating, delegating, managing, teaching, resolving conflicts, facilitating, persuading, coaching, counseling, motivating, supervising, strong work ethics, ability to quickly absorb, process and retain information, ability to determine the nature of the problems; identify social and psychological factors.

VOLUNTEER EXPERIENCE

08/2004 to Present -

Master Resilience Training (MRT), 4 hours per month - Provided participants with an understanding of strategies to effectively enhance their well-being by building mental toughness and the ability to understand their own emotions and behaviors.

Army Family Team Building (AFTB), 4 hours per month; Facilitator Training Course (FTC), 4 hours per month; Instructor Training Course (ITC), 4 hours per month; Briefer Training Course (BTC), 4 hours per month - PROVIDE participants with an understanding of Military culture, and the skills and resources they need to become self-reliant, self-sufficient and resilient members of the military community

Army Family Action Plan (AFAP), 40 hours per week during Conference - Ensured that the unique needs of the Military community are addressed, provided advice, instruction, guidance, and assistance during the conference, attended training and planning conference, assisted with the evaluation and prioritization of the issues, and provided information and feedback to the chain of command, served as Facilitator during the conference

Army Community Service (ACS), 24 hours per week - PROVIDE administrative support to the AFAP, AFTB, Mobilization and Deployment and Family Services Programs

08/2011 to 05/2013 -

CWOC Secretary, 8 hours per month - MAINTAINED a binder with a calendar, to do list, current member's roster, sign-in sheets, agendas, minutes, and after-action reports, update the contact roster with telephone numbers and reports changes to the President; maintained accurate minutes of meeting and distributed information and correspondence to all members

Parish Council President, 5 hours per month- Responsible for all the Parish planning and events execution

Girl Scouts Volunteer, 2 hours per week - ASSIST the Troop leaders with meeting and planning for future events, responsible for the receiving, distribution, and collection of the money for the Girl Scouts cookies, assisted during camps and other outdoor activities

08/2008 to 11/2009 -

Catholic Women of the Chapel (CWOC) President, 5 hours per month - Responsible for all the CWOC planning and events execution, conduct CWOC meetings

Language Proficiency Assessment Committee Staff (LPAC), 2 hours per week - Served as a translator between Family Members and committee members, reviewed and evaluated different cases, ASSISTED with decision making

08/2007 to 05/2008 -

Girl Scouts Overseas Committee Chair, 8 hours per week - SERVED as the spokesperson for the entire Girl Scouts Committee and troop leaders, planned and executed future events and meetings, responsible for the entire cookie sale, provided guidance and support to all the troop leaders and volunteers

Latin-American Club Treasurer and Secretary, 10 hours per month - Set up a bank account at local bank, maintained organization's fund records and ledger update, received and count all funds submitted from fundraisings, PREPARED deposit forms, disburses checks in accordance with the club's guidance, reviewed monthly bank account statements, prepared monthly reports and presented to members at meetings, maintained accurate minutes of meeting and distribute information and correspondence to all members

10/2004 to 05/2006 -

Army Family Action Plan (AFAP) Facilitator and Recorder, 32 hours per month

06/2002 to 06/2003 - 1/37 Armor Division Family Readiness Group Leader, 8 hours per week - Serve as Family Readiness and Deployment Specialist for the Installation. Introduce Commanders and First Sergeants with Operation Resources for Educating about Deployment and Resilience training. Provide direct pre-deployment and post-deployment assistance to military service members and their families. Prepare reports and correspondence, chair councils, conduct briefings, training, and individual and group SRP; support the Commander's FRG goals, provided overall leadership of the FRG, recruited volunteers and delegate responsibilities, identified needs of unit families, served as a member of the unit level steering committee, act as unit FRG spokesperson for communicating family member's concerns and ideas to the Commander, gather and disseminates information on community information and activities