



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



24 July 2020

MEMORANDUM FOR Mr. Mike Morath
Commissioner, Texas Education Agency
1701 North Congress Avenue
Austin, TX 78701

FROM: 502 SFG/CC
1 Washington Circle, Suite #2
JBSA-Randolph, TX 78150-4560

SUBJECT: Appointment of Ms. Glenda M. Solomon to the Randolph Field Independent School District (RFISD) Board of Trustees.

1. I would like to respectfully request the appointment of Ms. Glenda M. Solomon to the Randolph Field Independent School District (RFISD) Board of Trustees. Enclosed are the resumes of my nominees, as required by Texas Administrative Code Section 61.2a(1), along with a signed statement expressing their willingness to accept the appointment and serve in full adherence to the established state standards for school board members.
2. The remaining nominees, in order of preference are, Mr. John R. Ludington III and Ms. Elizabeth Dahlquist.
3. All nominees are qualified under the general school laws of Texas and either live or work on JBSA-Randolph. Each nominee is well qualified and the appointment 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 RFISD and recognize that my role as the executive agent of JBSA-Randolph is limited only to the duty defined by statute in the process for appointing the Board of Trustees.
5. Thank you and your staff for your support of our school district. If you have any questions, please contact my POC, Ms. Angela Green at (210) 652-3081.

JAMES H. MASONER, Colonel, USAF
Commander, 502d Security Forces Group

3 Attachments:

1. Ms. Glenda M. Solomon's Resume
2. Mr. John R. Ludington III's Resume
3. Ms. Elizabeth Dahlquist's Resume

Mission ~ Wingman ~ Partners



Joint Base San Antonio Statement of Eligibility

Applicant Full Name: Glenda M. Solomon

Residential Address: 1851 1st Street E., Suite 3

JBSA Randolph TX 78154

Physical Address of Employer:

1851 1st Street E., Suite 3

JBSA Randolph TX 78154

Board of Trustees Location Applying For: Randolph FISD

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.

SOLOMON.GLENDA.M Digitally signed by
.1040046492 SOLOMON.GLENDA.M.1040046492
Date: 2020.06.26 10:20:35 -05'00'

Signature of Applicant

Date

Glenda M. Solomon

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.***

RFISD SCHOOL BOARD TRUSTEE APPLICATION

1. Personal Data

- a. Name/rank: Glenda M. Solomon /GS -12)
- b. Address: 724 Broadleaf Schertz, TX 78154
- c. Phone : (210) 658-7225 home / (210) 652-4881
- d. If military, date assigned to Randolph AFB: N/A; TAFMSD: N/A
- e. Qualification: Military (if retired, grade: CMSgt, USAF Retired /date: 1 Apr 2006), civilian, or ~~dependent~~ (circle one)
- f. Children in RFISD: No; Graduates: Sydney Solomon - 2010 & Leah Solomon - 2007

2. Status: Investigator & Complaints Resolution Specialist, HQ Air Education and Training Command, Office of the Inspector General, JBSA Randolph

- a. Education: BS Corporate Education & Training and BS in Business Management
- b. Professional or personal experience that would be an asset to you as a school board trustee:
 - 1) Four years previous experience as RFISD School Board Trustee (2010-2014). I am very familiar with various Randolph School activities and organizations. I have participated in various Randolph Field ISD activities during my daughters' attendance as students. I was an active member of PTO, President of the Athletic Booster Club for four years, a member of the Band Booster Club and the Randolph Elementary School Campus Improvement Committee from 2001-2003.
 - 2) I spent over 27 years on active duty in the Air Force and can appreciate the dynamics of balancing military and family life. Outside the normal mundane details of everyday military life, I've had to adjust to new environments, leadership and organizations all while supporting and keeping focus on the mission, goals and objectives.
 - 3) I currently work in the office of the AETC Inspector General (May 2006 – Present) and a significant portion of my job is to ensure problems/issues are resolved by the most appropriate agencies within our Air Force bases nation-wide. I deal with matters that are sent through congressional channels as well as the concerns of the everyday laborer who walks in off the street. I have over 16 years of experience with the Inspector General (includes both Complaint Resolution Process and Air Force Inspection Processes).
 - 4) Director of Education - Robins (AF) NCO Leadership Academy (8 years - 1992-2000): duties included – curriculum development, resource advisor - 5.4 M annual budget, 12 member faculty/staff; platform instructor, supervisor – hiring authority

3. Supervisor/reference:

- a. Name/rank: Mr. Ronald L. Hatfield (Lt Col - USAF Retired/ GS -13)
- b. Address: HQ AETC/ IG, 1851 1st Street East, Suite 3, JBSA Randolph TX 78150
- c. Phone: 210 652-2175

4. Why do you want to serve as a school board member?

I am applying for a position with the Randolph Field ISD School because I want to serve. My previous years (2010-2014) serving on the school board were very rewarding and productive. The knowledge and experience I have gained during my tenure have enabled me to not only understand the massive role the school board but has equipped me to better serve and support the districts efforts in providing the best educational experience for Randolph students. I understand

the comprehensive undertaking of managing funds and resources that will enable to district continue to function, as well as challenges faces the district in the years to come. As an advocate for education, our goal has been to create the best possible opportunities for our children to reach their full potential and succeed. The success of a strong and successful educational system is vested in its citizens- school board, parents, teachers, administrators and community.

My children attended and received a sound education at Randolph Field and have since graduated, completed college and moved on to great careers. I still have a vested interest and want to contribute towards education and success of Randolph Field ISD and I am willing to offer my time and experience to continue to work with a team that has helped our students learn and grow to be successful in life. One thing that I keep in mind, and have reminded others is a school board member not only serves the students, parents and administration (to include the staff), but every entity that makes the school district function. I'd like to think, during my tenure as a school board member, we were able to make things a little better and I'd like to offer my leadership as the district breaks ground on even bigger challenges. My time and service on the board was and always will be an investment in Randolph FISD's future! Support for our school system is not limited to only current parents but our community as a whole.

STATEMENT TO ACCOMPANY RFISD SCHOOL BOARD TRUSTEE APPLICATION

I verify that I work/live on JBSA Randolph TX, a military reservation. I am qualified under the general school laws of Texas to be a RFISD School Board Trustee. I certify that the biographical information on me contained in or attached to my school board application is true and correct. I am willing to accept the appointment as RFISD School Board Trustee and serve in such capacity with full adherence to the state-established standards for the duties and responsibilities of school board members.

Glenda M. Solomon

26 June 2020

SIGNATURE

DATE



Joint Base San Antonio Statement of Eligibility

Applicant Full Name: John Robert Ludington III

Residential Address: 2533 Hemingway Trail

Schertz TX 78154

Physical Address of Employer:

1551 5th Street West

JBSA-Randolph TX 78150

Board of Trustees Location Applying For: RFISD

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.

LUDINGTON.JOHN.R.II.1041981837
Digitally signed by LUDINGTON.JOHN.R.III.1041981837
Date: 2020.07.08 08:25:27 -05'00'

8 July 2020

Signature of Applicant

Date

J. R. Ludington III

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.

J. R. "Rob" Ludington III

2533 Hemingway Trail

Schertz, Texas 78154

(609) 556-2262

J.R.Ludington.III@gmail.com

OBJECTIVE

To serve as a member of the Board of Trustees for Randolph Field Independent School District: to promote an inclusive and compassionate environment for RFISD students, faculty, staff, and administrators to contribute their best every day, while developing the current RFISD generation and, at the same time, smartly and strategically preparing for the future.

EDUCATION

2017 Master of Arts in Strategic Studies, Air University, Maxwell Air Force Base, Alabama

2003 Master of Arts in Organizational Management, The George Washington University, Washington, D.C.

1996 Bachelor of Science in Mechanical Engineering, U.S. Air Force Academy, U.S. Air Force Academy, Colorado

EXPERIENCE

August 2020 - Present

Inspector General, Headquarters Air Education and Training Command
Joint Base San Antonio-Randolph, Texas

Leads a major command staff directorate of 40 personnel accomplishing inspections, inquiries, complaints resolution, and fraud, waste, and abuse investigations for a nationwide command.

August 2018 - July 2020

Commander, 12th Operations Group
Joint Base San Antonio-Randolph, Texas

Led 450-member organization, including a command staff, 7 squadrons, and 1300 annual trainees executing graduate, undergraduate, and pipeline flying training programs. Responsible for all flying and airfield operations, including a 144-aircraft fleet, 10,000 square miles of dedicated training airspace, and an annual program with 36,000 flying hours valued at more than \$56,000.

Maintained qualification a T-6A Instructor Pilot.

June 2017 - July 2018

Vice Commander, Headquarters Civil Air Patrol-United States Air Force
Maxwell Air Force Base, Alabama

Led 175-member organization providing worldwide Air Force support and oversight to the Civil Air Patrol, including 59,000 personnel, \$100 million in assets, and an annual congressional appropriation in excess of \$40 million. Senior advisor to Civil Air Patrol Board of Governors and organization's leaders.

Maintained qualification in multiple Civil Air Patrol light aircraft.

July 2016 - June 2017

Student, Air War College
Maxwell Air Force Base, Alabama

Completed 10-month senior professional military education program and earned Master of Strategic Studies with emphasis in Grand Strategy.

SPECIAL RECOGNITION: Graduated with Academic Distinction

August 2015 - June 2016

Director, Strategy and Concepts, LeMay Center for Doctrine and Development
Maxwell Air Force Base, Alabama

Led Air Force strategy and concept development for Air University across academia and industry partners in conjunction with Air Force Headquarters.

April 2015 - August 2015

Deputy Commander, 47th Operations Group
Laughlin Air Force Base, Texas

Oversaw 1,200 member organization executing the Air Force's largest undergraduate pilot training operation with over \$1.2 billion in aircraft assets.

Maintained qualification as T-1A Evaluator Pilot.

May 2013 - April 2015

Commander, 86th Flying Training Squadron
Laughlin Air Force Base, Texas

Commanded Air Education and Training Command's largest pilot-producing unit. Responsible for all aspects of the squadron, including personnel, day-to-day operations, long-range planning, annual budgeting, quality control, and compliance.

Maintained qualification as T-1A Evaluator Pilot.

September 2012 - May 2013

Operations Officer, 86th Flying Training Squadron
Laughlin Air Force Base, Texas

Led all flying operations for a 200-member squadron. Managed a 48-aircraft fleet worth \$196 million executing 24,000 annual flying hours valued at \$30 million.

Maintained qualification as T-1A Evaluator Pilot.

May 2012 - August 2012 T-1A Pilot Instructor Training
Joint Base San Antonio-Randolph, Texas
Completed instructor qualification in the T-1A advanced aircrew training aircraft.

May 2010 - May 2012 Military Advisor, U.S. Department of State
Washington, D.C.
Expert on wide range of defense and diplomacy issues. Provided military advice and perspective to senior U.S. State Department official on strategic political-military issues. Primary interface between State and Defense Departments to support national-level policy development.

November 2006 - May 2010 KC-10 Aircraft Commander and Instructor Pilot, Assistant Operations Officer, 2d Air Refueling Squadron; Chief, Wing Plans and Programs, 305th Air Mobility Wing
McGuire Air Force Base and Joint Base McGuire-Dix-Lakehurst, New Jersey
As assistant operations officer, managed safe global employment of 16 aircraft and 160 aircrew members. As wing plans and programs chief, advised the commander for planning, readiness, nuclear mission support, antiterrorism, and crisis action team activity.
As a KC-10 pilot, commanded and instructed worldwide airlift and air refueling missions, including missions in support of Operations ENDURING FREEDOM and IRAQI FREEDOM.
SPECIAL RECOGNITION: Distinguished Graduate, KC-10 Aircraft Commander Initial Qualification Course

October 2003 - November 2006 T-1A Instructor Pilot and Evaluator Pilot, Flight Scheduler, Flight Commander, Assistant Operations Officer, 86th Flying Training Squadron; Chief, T-1A Standardization and Evaluations, 47th Operations Group; Director of Staff, 47th Flying Training Wing
Laughlin Air Force Base, Texas
As scheduler, responsible for day-to-day flight and training schedule for 50 aircrew members. As Flight Commander, responsible for all aspects of flying training for 50 aircrew members. As Assistant Operations Officer, directed flying operations for 200 aircrew members, managed a 52-aircraft fleet worth \$265 million executing 29,000 annual flying hours valued at \$38 million. As standardization and evaluation branch chief, ensured the efficacy of the group's training programs. As Director of Staff and Special Assistant to the Commander, led operation of executive services for wing's senior leaders, liaised with subordinate organizations with 2000 total members, and coordinated the actions of commander's special staff.
As a T-1A instructor pilot commanded flying missions training undergraduate students. As a T-1A evaluator pilot, administered recurring flight evaluations to instructor pilot cadre. Most-qualified instructor pilot during tenure at Laughlin.

June 2003 - October 2003 T-1A Pilot Instructor Training, Randolph Air Force Base, Texas
Completed instructor qualification in the T-1A advanced aircrew training aircraft.

June 2002 - June 2003 Air Force Intern Program
The Pentagon, Washington, D.C.
One of 50 (out of over 5000) U.S. Air Force junior officers competitively selected for the service's premier leadership development program, including completing graduate studies in Organizational Management with The George Washington University. Completed assignments with the Joint Staff Logistics Directorate's Engineering Division and the Air Force's Legislative Liaison Office.

March 1998 - May 2002 C-5 Co-pilot, First Pilot, Aircraft Commander, and Instructor Pilot, Assistant Squadron Safety Officer, Squadron Executive Officer, 3rd Airlift Squadron; Group Executive Officer, 436th Operations Group; Deputy Wing Executive Officer, 436th Airlift Wing
Dover AFB, Delaware
As Assistant Safety Officer for a squadron of 180 aircrew members, conducted monthly safety briefings, accomplished mishap and hazard reporting, and administered recurring safety awards and other program administration. As Executive Officer, worked directly for the commander on special projects, unit correspondence, awards and decorations, annual performance reports, and orchestrated recurring staff meetings and hi-visibility engagements requiring extensive formal protocol arrangements.
As a C-5 pilot, commanded and flew worldwide airlift missions, including missions supporting Operations NORTHERN WATCH, SOUTHERN WATCH, ALLIED FORCE, ENDURING FREEDOM, and NOBLE EAGLE. Wing's youngest instructor pilot.
SPECIAL RECOGNITION: 436th Operations Group Co-pilot of the Year, 1999

January 1998 - March 1998 C-5 Copilot Initial Qualification, 56th Airlift Squadron
Altus AFB, Oklahoma
Completed basic qualification in the C-5 strategic airlift aircraft.

November 1996 - December 1997 Specialized Undergraduate Pilot Training, 47th Flying Training Wing
Laughlin Air Force Base, Texas
Completed rigorous 52-week training program in the T-37 and T-1 resulting in the aeronautical rating of pilot.
SPECIAL RECOGNITION: Distinguished Graduate (Top 10% of Class)

May 1996 - November 1996 Course Assistant and Research Assistant (Awaiting Pilot Training), Department of Engineering Mechanics
U.S. Air Force Academy, Colorado
Dedicated graduate assistant for structural mechanics course and engineering mechanics lab. Provided support to course labs and assisted with technical research for mishap safety investigation.

PRIOR VOLUNTER & BOARD EXPERIENCE

2016-2018 Montgomery MYB Barracudas Swim Team - Parent Panel
2017 Montgomery Academy Parent Advisor to Strategic Planning Committee
2017 Montgomery Academy Head of School Selection Committee
2013-2014 Leadership Del Rio
2010-2015 Cub Scout Den Leader, Committee Member, Pinewood Derby Chairman

PUBLICATIONS

Covering the Seams in US National Security by Applying Network and Team Attributes, Air University Digital Collections
(<https://apps.dtic.mil/dtic/tr/fulltext/u2/1038059.pdf>), 6 April 2017.

Reviewing Gold, Dollars, and Power: How U.S. International Monetary Policy Could Have Lost the Cold War, The Strategy Bridge
(<https://thestrategybridge.org>), 21 August 2017.

PROFESSIONAL ORGANIZATIONS, AFFILIATIONS, AND CERTIFICATIONS

U.S. Air Force Academy Association of Graduates
Order of Daedalians
Engineer-in-Training (EIT) - State of Colorado
Federal Aviation Administration (FAA) Airline Transport Pilot (ATP) Certificate

REFERENCES

John R. Carter // (334) 649-0205 // john.carter.52@us.af.mil
Timothy B. MacGregor // (609) 284-7865 // tim.b.macg@gmail.com
Mark S. Robinson // (609) 367-4423 // mark.robinson@us.af.mil
Todd C. Westhauser // (703) 340-5840 // todd.westhauser.1@us.af.mil

INTERESTS & HOBBIES

History
Strategy
Music
Running
Golf



Joint Base San Antonio Statement of Eligibility

Applicant Full Name: Elizabeth Ann Dahlquist

Residential Address: 7 N. Park

Universal City Texas 78148

Physical Address of Employer:

7 N. Park

Universal City Texas 78148

Board of Trustees Location Applying For: Randolph ISD - Randolph 

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.

DAHLQUIST.ELIZABE
TH.A.1110038328

Digitally signed by
DAHLQUIST.ELIZABETH.A.1110038328
Date: 2020.06.30 09:24:33 -05'00'

6/30/2020

Signature of Applicant

Date

Elizabeth A. Dahlquist

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.***

Elizabeth Ann Dahlquist
7 North Park Universal City, TX 78148
Mobile (home): (210)947-2597 Day Phone (work): (210)947-2597
Email: elizabethdahquist@gmail.com

Job Type: Permanent, Temporary, Term, Multiple Appointment Types
Work Schedule: Full-Time, Part-Time, Multiple Schedules

Desired locations:

United States - TX – Randolph AFB, Lackland AFB, Ft. Sam Houston AFB.

Availability: Immediately

Work Experience:

USAF

63 Main Circle
Randolph AFB, TX 78148 United States

03/2020 -

Present

Hours per

week: 40

Series: 0640 **Pay Plan:** GS **Grade:** 9

Medical Standards Management Specialist (This is a federal job)

Duties, Accomplishments and Related Skills:

Conducts extensive reviews, processes, and certifies medical physical examinations according to the current DoD and AF physical standards on applicants for enlistment, commission, flying training, and other non-rated special operational duty. Determines and recommends follow-up studies, evaluations or other individual plans of action in difficult and controversial cases on own authority under established protocols. Provides technical and administrative assistance to any DoD agency in matters pertaining to the interpretation and application of medical standards. Conducts technical and administrative analysis during periodic review process of medical standards and examination requirements.

Active Security Clearance: Yes - as of Jul 2018

Supervisor: Ms. Annette Reid ((210) 652-0063)

Okay to contact this Supervisor: Yes, but contact me first

USAF

208 West D.L. Ingram Blvd
Cannon AFB, NM 88103 United States

10/2018 –

03/2020

Hours per

week: 40

Series: 0671 **Pay Plan:** GS **Grade:** 9

Medical Standards Management Specialist (This is a federal job)

Duties, Accomplishments and Related Skills:

Provide medical standards guidance policy interpretation and application to health care professionals and medical support staffs within the medical treatment facilities (MTF) and to personnel throughout the installation. Major program areas covered include, but are not limited to physical profiling and worldwide service determinability, deployment medicine, training requirements, and the application of medical standards in relation to All service Active Duty, reserve, guard aviators, ground based controllers and other special operational duty personnel. Plans, organizes, and implements medical standards activates for the Chief, Aerospace Medicine as well as providing consultative services to the MTF on medical standards issues, deployment processing and other Aerospace Medicine standards as related to topics identified. Performs administrative quality reviews of Duty Limiting Conditions, physical examinations, profiles, and appropriate clearances before these documents are forwarded/leave the MTF. Functions as MTF's key focal point and functional expert for the analysis, interpretation, and application of medical standards to include waiver actions to installation (Wing/Group/Sq leadership). Represents medical standards element/flight medicine with a variety of installation and functional area organizations.

Active Security Clearance: Yes - as of Jul 2018

Supervisor: Capt Jodi Post ((575) 904-3889)

Okay to contact this Supervisor: Yes

USAF

208 West D.L. Ingram Blvd
Cannon AFB, NM 88103 United States

06/2018 – 10/2018

Hours per week: 40

Series: 0301 **Pay Plan:** GS **Grade:** 9

Medical Readiness Specialist (This is a federal job)

Duties, Accomplishments and Related Skills:

Provide management and coordination for implementing programmatic policies which support the Medical Group's wartime/peacetime training and contingency response plans as required/outlined in AFIs 41-106, 10-403, and 10-2501. Develops and executes plans associated with medical contingency operations, emergency disaster response, readiness training, and medical deployment programs. Provides oversight of the medical readiness/mobility and OPSEC programs to ensure readiness aspects within the medical group are in compliance with existing regulations and command guidance. Plans, organizes, and executes activities related to Medical Readiness and emergency response. Serves as the Medical Readiness Committee (MRC) advisor communicating issues and requirements in accordance with applicable guidelines. Coordinates and provides oversight for the wartime/disaster preparedness and OPSEC exercises and training programs. Coordinates and directs the acquisition, maintenance, storage, and shipment of equipment and systems required to support emergency response operations, deployments, and personnel shelter activities with medical logistics

Active Security Clearance: Yes - as of Jul

2018 **Supervisor:** Lt. Daniel Fernandez ((575)

904-3927) **Okay to contact this Supervisor:**

Yes

Vanguard LLC

172 N. East Promontory suite
274 Farmington, UT 84025

United States 12/2015 -

06/2018

Salary: \$87,000.00 USD per Year

Hours per week: 40

Senior Program Analyst

Duties, Accomplishments and Related Skills:

Functioned as part of a multi-functional and multi-disciplinary Deployment-Related Health Assessments (DRHA) Program Office team; ensured sustainment and qualified of DoD mandated requirements, upheld compliance standards, and supported DRHA Program goals, objectives, and initiatives. Planned, implemented, and assessed projects. Performed program assurance activities, provided guidance and training to DRHA stakeholders. Collaborated with AFMOA/AFMSA program managers and technical/functional experts, the DRHA PM, OM, and base-level DRHA stakeholders to develop, implement, and support organizational initiatives to ensure AF compliance with DRHA requirements as mandated by Federal, DoD, and AF military policies and procedures. Collected, analyzed, and evaluated data to develop projects, plans, and processes to assess the effectiveness of current operational activities, including DRHA policies, procedures, and systems. Identified and evaluated problem areas, recommend and guided the implementation of solutions; assessed outcomes. Collaborated with program leadership to audit, analyze, and evaluate overall DRHA Program effectiveness. Identified and evaluated issues impacting delivery of deployment-related healthcare; recommended solutions. Researched and analyzed complex healthcare operations data to prepare presentations, reports, projected plans, and other medical administrative correspondence for AFMOA/AFMSA, the DRHA PM, and OM. Compiled data and conducted complex projects, audits, and studies. Tracked trends associated with DRHA Program goals and objectives. Compiled data and conducted complex projects, audits, and studies associated with annual MHAs, as instructed by the OM or DRHA PM, under the direction of the Contracting Officer Representative (COR). Researched and developed DRHA Program/process briefings for senior leadership; delivered program/process briefings to DRHA Program stakeholders. Collaborated with the SCM to initiate, manage, and promote activities to foster DRHA Program awareness, to include assisting in the development of templates, briefings, presentations, reports, and other outreach to base-level stakeholders, beneficiaries, and leadership. Collaborated with AFMOA/AFMSA to analyze DRHA process issues, recommended solutions, and provided consultative supported for DRHA stakeholders regarding the interpretation/implementation of DoD and AF policy, procedures, and operational matters. Coordinated and participated in teleconferences, video teleconferences, and meetings for a wide range of DRHA stakeholders, including headquarters level/MAJCOM leadership, MTF leadership, medical staff, and lined personnel; provided consultation to identify issues and support improvement of the DRHA Program and processes. Contributed to the development, revision, and implementation of DRHA policies and procedures, ensuring program was in compliance. Consulted with the OM to develop, coordinate, and recommend changes for the improvement of the DRHA program or process. Consulted with the OM to contribute, as needed, to the development and revision of relevant policies and procedures, identifying interaction with the DRHA program. Developed methods and procedures for compiling and analyzing data for reports and special projects. Conducted audits of DRHA activities to ensure compliance with policies and procedures. Evaluated and recommended performance measures for DRHA stakeholders. Made recommendations that provided ongoing improvements to the organization. Implemented approved recommendations. Analyzed metrics, performed trend analysis, and proactively identified potential future issues. Completed after-action and follow-up reports for on-site consultation visits. Monitored data qualified and timeliness. Reviewed manual and automated reports to determine trends or errors that would limit productivity/accessibility. Assisted in establishment and maintenance of current standards and successful practices in the management of the DRHA Program. Monitored advancements in DRHA processes; identified best practices, and helped facilities implement recommended changes. Provided customer service support to MTFs with questions on ANAM requirements and ASIMS ANAM reports. Analyzed ANAM compliance data as instructed by the OM or DRHA PM, under the direction of the COR. Supported development, maintenance, and delivery of effective training modules and materials for DRHA stakeholders on DRHA programs, policies, processes, management, roles/responsibilities, and other related topics. Identified and employed best practices and available technologies to maximize reach, availability, and effectiveness of training activities and materials. Documented training activities in accordance with DoD and Air Force policies to include statistics and trends. Supported development and implementation of a customer-feedback process to ensure best practices in training DRHA stakeholders.

Supervisor: Aaron Cardon (801-923-1154)

Okay to contact this Supervisor: Contact me first

RRGP

1017 N. Main St., Suite 101

San Antonio, TX 78212 United States

09/2014 - 11/2015

Salary: \$90,000.00 USD per Year

Hours per week: 40

Project Manager

Duties, Accomplishments and Related Skills:

Maintained administration of all projects assigned within the Informatics Directorate. Assisted in establishing project goals and objectives and associated milestones. Developed comprehensive project schedule of events to include key milestones and tracked project timelines to ensure milestones are met in accordance with schedule. Advised subject matter experts (SME) of impending issues that impact projects. Assisted in reviewing and planning Hearing Center of Excellence SME budget requirements. Created project documentation including technical memorandums, concept of operations, talking papers, travel reports and meeting minutes. Managed technical documents to completion and approval. Interacted with DoD and other Government agencies and Hearing Center of Excellence directorates. Provided assessment of analytics to allow Hearing Center of Excellence to meet mission requirements. Analyzed data from DOD/VA electronic health record system repository, the Defense Occupational and Environmental Health Readiness System (Hearing Conservation), and the Joint Trauma Registry. Identified impact of hearing loss on military service using data above DoD data sources. Collaborated and provided expertise with other subject matter expert data analysts in the informatics directorate for research and analytical purposes.

Supervisor: Michael Elliott (210-292-5807)

Okay to contact this Supervisor: Yes

United States Air Force

Various Assignments Globally

Bedford, MA 01731 United States **07/2001 - 12/2013**

Hours per week: 50+

Aerospace Medicine/Public Health Flight Chief Duties, Accomplishments and Related Skills:

Oversaw all Aerospace Medicine programs/personnel including: Public Health, Flight Medicine, Bio-Environmental Engineering, Optometry and Health and Wellness Center. Led/managed/trained and evaluated personnel/programs who consulted and performed public health activities and programs for base population (military and civilian members), monitored Wing individual medical readiness and deployment health programs, managed all programs and conducted clearances against AFI 48-123 and Medical standards directory for medical qualification for Initial Flying Class physicals (and waiver management) etc, medical evaluation narrative summaries (and Deployment Availability Working group/boards), all aspects of deployment health processing (and waiver management) continued service, retraining (using AEFCD/AOFCD), overseas clearances, continued service, profile actions, fitness for duty, occupational health industrial shop visits and corresponding exams and preventative health assessments for all services (USAF/USA/USN). Performed food safety, security, sanitation, and vulnerability inspections, educated the public on vector-borne, communicable diseases, and occupational illness and injury preventative countermeasures and control. Conducted all aspects of the public health medical readiness activities, promoted and provided preventative health education and training, conducted disease investigations and epidemiology. Maintained open communication and relationships between local, county,

state, federal public health, disaster preparedness, emergency management, and other related fields.

Supervisor: Maj Heidi Stallings (813-244-1295)

Okay to contact this Supervisor: Yes

United States Air Force

Brooks City Base

Brooks AFB, TX 78235 United States

02/2000 - 07/2003

Hours per week: 50+

Public Health Instructor

Duties, Accomplishments and Related Skills:

(A special duty assignment within the Public Health career field at the United States Air Force School of Aerospace Medicine). Functioned as subject matter expert in Public Health/Medical Readiness programs. Appointed Course Supervisor for Contingency Medicine Course and Public Health Instructor for all PH courses. Evaluated and constructed the foundational curriculum for Medical Readiness Courses (including Medical Entomology, Contingency Preventive Medicine, Aerospace Medicine Primary [Flight Surgeon], Residents in Aerospace Medicine Course, Public Health Apprentice/Journeyman/Craftsman, Bio-Environmental Engineering, Aerovac Technician and Flight Medicine Courses) , Air Force-wide regulations, and guidance on public health-related programs and responsibilities, to ensure that the material is relevant, applicable, and efficient. Perform clear and concise educational lectures for a diverse group of roughly 900 students annually. Maintain required lecture times and educational mandates of a US Air Force Technical Instructor. Coordinate varied military training and functions with expedience and attention to protocol.

United States Air Force

Various Assignments Globally

Various Assignments Globally, AL 36112 United States

03/1993 - 02/2000

Hours per week: 50+

Public Health Apprentice/Journeyman

Duties, Accomplishments and Related Skills:

Provided yearly job-related safety training to supervisors and employees on risk and mitigation. Collected prevalence data on common infections to establish thresholds and monitored trends. Evaluated efficacy of public health interventions in base industrial processes and procedures. Performed food safety, security, sanitation, and vulnerability inspections, educated the public on vector-borne, communicable, and occupational illness and injury preventative countermeasures and control, conduct all aspects of the public health medical readiness activities. Promoted and provided preventative health education and training, conducted disease investigations and epidemiology. Maintained open communication and relationship between local, county, state, federal public health, disaster preparedness, emergency management, and other related fields. Monitored and protect the wellness of our members by measuring them against medical standards for initial and continued qualification for service. Performed annual audiograms on members exposed to hazardous noise to detect hearing loss.

Education:

Trident University International Cypress, CA United States

Master's Degree 02/2013

GPA: 3.8 of a maximum 4.0

Credits Earned: 40 Quarter hours

Major: MSHS-Health Education **Honors:** Summa Cum Laude

Relevant Coursework, Licenses and Certifications:

Research in Health Education; Cultural and Cross-cultural Perspectives in Health; Health through the Life Span; Mental Health and Society; Teenage Pregnancy and Early Parenting; Health Behavior and Change; Aging and Health Education; Health Education Program Administration; Health Promotion Program Plan Design and Evaluation; Capstone Integrative Project

Touro University International Cypress, CA United States

Bachelor's Degree 03/2007

GPA: 3.958 of a maximum 4.0

Credits Earned: 64 Semester hours

Major: BSHS-Health Educator **Honors:** Summa Cum Laude

Relevant Coursework, Licenses and Certifications:

Health Promotion Disease Prevention; Anatomy and Physiology; Issues of Terrorism; Introduction to Health Education; Environmental Health and Safety; Cross-Cultural Health Perspectives; Quantitative Reasoning; Principles of Teaching/Client Groups; Principles of Epidemiology; Quack, Cures, and Consumers; Ethics in Health Care; Health Care Delivery Systems; Nutrition and Chronic Disease; Health Behavior; Human Nutrition; Senior Capstone Project

Community College of the Air Force Maxwell AFB, AL United States

Associate's Degree 08/2002

Major: Instructor of Technology and Military Science

Relevant Coursework, Licenses and Certifications:

Occupational Instructor Certification April 2002

Basic Instructor Course April 2000

Teaching Practicum Jan 2002

Community College of the Air Force Maxwell AFB, AL United States

Associate's Degree 01/2000

Credits Earned: 21 Semester hours

Major: Public Health Technology

Relevant Coursework, Licenses and Certifications:

Disaster Medicine; Environmental Medicine Office Procedures; Epidemiology; Occupational Medicine Industrial Hygiene; Food Preservation; Evaluation of Food Handling Training and Sanitation; Food Inspection Procedures; Medical Entomology

Community College of the Air Force Maxwell AFB, AL United States

Some College Coursework Completed

Major: Miscellaneous Classes

Relevant Coursework, Licenses and Certifications:

Airman Leadership School: December 1999

Public Health 5 and 7-IV (conferred): February 2002

NCO Leadership Academy: February 2006

SNOA Academy Distance Learning: May 2008

Job Related Training:

COR with a Mission Focus; Overview of Acquisition Ethics; Sexually Transmitted Disease Intervention - Phase II; USAF Hearing Conservation Recertification; USAF NCO Academy; Operational Entomology (Pest Management Craftsman); USAF Honor Guard Protocol, Honors and Ceremonies (MTT); Air Force Training Course (Paper-Based Exportable); Medical Standards Bridge Course; Combined Humanitarian Assistance Response Training; USAF Honor Guard Protocol, Honors and Ceremonies (MTT); Sexually Transmitted and Other Communicable Diseases Intervention; Airman Leadership School; Operational Entomology; Environmental Medicine Specialist

References:

Name	Employer	Title	Phone	Email
Heidi Stallings (*)	USAF	Public Health Flight Commander	813-244-1295	heidihernandez@hotmail.com
Jennifer Schaubert	Vangarde LLC	Senior Program Analyst	207-894-0750	jennifer.m.schauber2.ctr@mail.mil

(*) Indicates professional reference

Additional Information:

MS Office Suite (Word, PowerPoint, Excel, Access)

Adobe Products

Meritorious Service Medal with 2 devices

Air Force Commendation Medal

Air Force Achievement Medal with 7 Devices

Humanitarian Service Medal