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Objective

To attain a challenging and rewarding opportunity to achieve success while being part of a larger team.

Professional Experience

Health Professions Recruiter / Project Manager

February 2020 to Present - The Arora Group, San Antonio TX

- Lead talent acquisition and talent manager for DOD talented health professionals
- Remotely marketed, screened, interviewed, mentored, and recruited new team members
- Managed recruiting process from initial contact through on boarding of new member
- Project Manager for 250 contract employees at military installations nationwide
- Monitored company contract performance and ensured staffing levels were met
- Served as single point of contact for contracting offices and leadership at locations

Command Chief Master Sergeant

April 2017 to May 2020 - 130th Airlift Wing, Charleston WV

- Served as Senior Enlisted Advisor to the Commander for 900 plus enlisted Airmen
- Oversaw training, readiness, health, morale, welfare, and professional development.
- Mentored the First Sergeants and Chief Master Sergeant Group Superintendents

Career Field Functional Manager, ANG Recruiting and Retention

August 2014 to April 2017 - USAF/ANG, Andrews AFB, Maryland

- Principle advisor to Commander for planning, directing, and monitoring field operations
- Served as liaison to outside organizations and managed \$72M program budget execution
- Input directly affected manning and maintaining the ANG force of 105,000 citizen Airmen

Superintendent, ANG Recruiting and Retention Training

June 2011 to August 2014 - USAF/ANG, Andrews AFB, Maryland

- Responsible for oversight and management of all ANG Recruiting and Retention training
- Lead two formal schools providing sales and management training to 130 students per year
- Supervised follow on sales training and developed nationwide continuing education efforts

In-Service Recruiter, 18th Force Support Squadron

April 2010 to May 2011 - USAF/ANG, Kadena AB, Japan

- ANG Recruiting point of contact for Air Force bases located in Japan, Guam, and Korea
- Primary administrative liaison between 90 units stateside and separating members for processing
- Managed and conducted advertising program, zone marketing, and applicant transition services

Instructor/Course Supervisor, USAF Recruiting School

November 2006 to April 2010 - USAF/ANG, Lackland Air Force Base, San Antonio, Texas

- Responsible for the instruction of all newly selected Air National Guard Recruiters
- Conducted Recruiting Office Supervisor course to instruct sales leadership techniques
- Served as Instructor Supervisor and provided feedback and training to junior instructors

Military Training Instructor

August 2003 to November 2006 - USAF, Lackland Air Force Base, San Antonio, Texas

- Responsible for the initial basic training of Active Duty, Guard, and Reserve Air Force members
- Maintained the health, safety, welfare, and morale of trainees to the highest possible standard
- Utilized time management to multi-task academic, physical training, and dormitory requirements

Production Recruiter

November 1999 to August 2003 - 167th Mission Support Flight, Martinsburg, West Virginia

- Counseled and pre-screened potential candidates for enlistment into the Air National Guard
- Marketed the Air National Guard via television, radio, newspaper media, and high schools
- Utilized sales techniques to uncover applicant's needs and matched appropriate ANG benefits

Security Policeman

June 1997 to November 1999 - 167th Security Forces Squadron, Martinsburg, West Virginia

- Responsible for the security of the 167th Airlift Wing, its personnel, aircraft, and assets
- Safeguarded and patrolled restricted areas, entry control points, and installation common areas
- Used all equipment and tools associated with military and civilian law enforcement duties

Education

General Education Equivalency Diploma, State of West Virginia, April 1991

Air Force Basic Military Training, March 1997

Ground Combat Skills and USAF Security Policy Academy, May 1997

Airman Leadership School, January 2000

Air National Guard Recruiting School, January 2000

Military Training Instructor School, December 2003

Air Force Non-Commissioned Officer Academy, June 2004

IMPACT Sales System Trainer Class, 2007

AAS (CCAF) Degrees in Criminal Justice, Human Resources, & Instructor Technology, 2007

Air Force Senior Non-Commissioned Officer Academy, by correspondence, June 2008

Bachelor of Science, Management, Park University, 2010

Senior Enlisted Joint Professional Military Education Course, by correspondence, 2011

United States Navy Senior Non-Commissioned Officer Academy, September 2013

USAF Chief's Leadership Course, June 2018

Leading Strategically, Center for Creative Leadership, March 2019

Master of Science, Strategic Leadership, University of Charleston, 2020

Doctorate of Executive Leadership, University of Charleston, in progress

**Top Secret Clearance November 2019*