
PROFILE

MBA student seeking an internship in technology project management to expand upon team leadership and project management experience, while leveraging MBA curriculum focused on technology management & marketing.

SUMMARY

Specialties: Project Management, Strategic Planning, Analysis, Technology Negotiations, Evaluation, Process Improvement, Program Implementation, Quality Assurance, Organizational Change Management & Development

Leadership Attributes: Coaching, Mentoring, Team Building, Communications, Collaboration, Problem Resolution

Technologies: Microsoft Word, Excel, Access, SPSS **Languages:** Beginners Japanese

EDUCATION

Master of Business Administration, Emphases: **Technology Management** | **Marketing**, Expected June 2016
University of California, Davis, Graduate School of Management, *Top 10% Business School*

Bachelor of Arts, Organizational Management, June 2011

Ashford University, Iowa. Graduated with distinction Summa Cum Laude; Dean's Honors, (GPA: 4.0)

Associates of Science, Criminal Justice, April 2010

Community College of the Air Force, Alabama

PROJECT MANAGEMENT ♦ ANALYSIS ♦ LEADERSHIP EXPERIENCE

United States Air Force, September 2000 to August 2013

Senior Facility Manager | Project Manager | Logistics Director | Program Manager, 07/09 to 08/13

- ♦ Created and managed the entire Facility Management Program, directly responsible for 5 facilities valued at over \$30 million.
- ♦ Supervised and mentored 570 enlisted personnel.
- ♦ Oversaw all budget planning and analysis for renovation, supply, and logistics for several multi-million dollar projects

QA Manager | Law Enforcement Planning Manager, 11/05 – 07/09

- ♦ Revamped QA program by creating and implementing new processes while cutting antiquated processes resulting in increasing organizational compliance and quality achievement by 20%.
- ♦ Negotiated \$100,000 in state government funds for technical communications upgrade.
- ♦ Promoted and advocated quality achievement through enhanced team development practices and change management techniques. Managed production of quality reviews including selection, execution and reporting for 300+ member organization.
- ♦ Oversaw planning development and management of 40 member team responsible for all law enforcement community involvement. Managed and maintained organizational testing program for entire organization
- ♦ Organized successful "Spirit Half Marathon" to recognize fallen law enforcement officers in all branches and services.

Trends & Analysis Manager, Information Security Manager, Industrial Security Manager, 08/02 to 11/05

- ♦ Managed installation wide training for 42 security managers; recognized for analyzing and correcting training deficiencies
- ♦ Identified trends in criminal conduct data allowing for the creation and implementation of decisive countermeasures
- ♦ Worked jointly with six federal agencies and conducted over 1500 personnel security investigations

AWARDS ♦ RECOGNITION

Golden Key International Honour Society, Member, Current

C4C (Challenge for Charity), Volunteer, Current

Leadership Awards: Distinguished Graduate Air Force Non-Commissioned Officer Academy, Air Force Pitsenbarger Leadership Award, Air Force Basic Training Distinguished Graduate

Education Awards: Air Force Association Scholarship, Dean's List 2009-2011, Air Force Association Academic Achievement Award, Yuba College Academic Achievement Award

Air Force Association, Member, 2011 to 2013

Air Force Medals: Achievement medal (3), Commendation Medal (2)