

PROGRAM MANAGER

Highlights

- Microsoft Office (Word, Access, Excel, Outlook, Powerpoint) Advanced
- GFEBS
- Windows XP
- Professional Intermediate
- Windows
- Vista Beginner
- CPR/Combat Lifesaver Intermediate

Experience

June 1999 to Current Company Name

Program Manager

September 2006 Company Name 1/4 City, State

- Salary: \$ 54,000.
- Hours per week: 40.
- Army Aviation.
- Maintain accountability on aviation, health and safety budget for 6 different divisions and 23 sub-divisions.
- Compile fiscal, financial and ISR reports for two facilities and all aviation assets in Nebraska.
- Insures that needed plans, materials, and tools are available, and that needed stock is obtained from supply locations.
- Inspect monthly obligation plans, STANFINS reports GFEBS and AFCOS accountability to avoid over-obligating.
- Sustain constant program schedules and status to provide accurate information to State Aviation Officer and Chief of Staff.
- Establish rules, regulations and controls to ensure complete accuracy in program execution.
- Develop future fiscal year operating program plans that include variations for fuel and personnel costs, flight hours, maintenance, weather and execution.
- Executed between 99.9-100% every fiscal year with over \$3.5M, 3 Airframes and 17 aircraft.
- Utilized the Logistics Modernization Program (LMP) for order processing, inventory management, customer service and acquisition.
- Created, maintained, and updated automated Standard Operating Procedures (SOP).
- Compiles data for reports, projections, flow charts, and graphs for all missions and completes presentations through Adobe or Microsoft Company, Troop and Battalion commanders.
- Routinely edits content, grammar, style and presentation of multi-formatted documents with technical and visual information to improve the intended audience's interpretation and acceptance of topics presented.
- Creates databases and spreadsheets to reflect accountability items, funding, budget, analytical and statistical information.
- Utilized various programs to conduct own research for future productions of equipment.
- Assisted maintenance officer with completing all 4610-Rs required to begin production of AASF #2 in Grand Island.
- Maintains the KIRS Key control Program
- Completes funding requests on PRweb, typing Monthly Obligation Plans, tracking/cutting orders and obligating/de-obligating funds on AFCOS.
- Analyzed funding for AFTPs and SFTSP from TC 1-210 and DFAS 37-100-2008.
- Assists State Aviation Safety Officers from Colorado, Utah and Minnesota on COMSEC and Quality Control complications.
- Coordinates delivery, status of repair and/or pickup of equipment with supported units and maintenance shops through network database.
- Passes to workers instructions received from the supervisor, demonstrates proper work methods, and starts work.
- Insures that needed plans, blueprints, materials, and tools are available, and that needed stock is obtained from supply locations.
- Guides and assists other workers performing repair work.
- Performs functional tests, analyzes performance and malfunctions, removes, installs, tests, maintains, modifies, performs alignments and troubleshoots the electronic, electrical, mechanical and hydraulic assemblies, modules, and interconnecting cables of a variety of combat and tactical electronic, communication, navigation and secure/comsec equipment to include FM, UHF, VHF, KY-58, KIT-1C, Sincgars, Doppler/GPS, High frequency ARC-220, AFCS System, VOR, IFF, transponder, gyros, HUDS, CIS, HHS, VSI, Night Vision Goggles and all wiring.
- Utilizes Integrated Family Test Equipment (IFTE), Built In Test Equipment (BITE), Validators and break out boxes (BOB) for fault isolation, verification, or adjustment of assemblies, systems, circuit cards, components, wiring and electronic modules.
- Experienced in working in fast paced environments which demand organizational, personal and professional skills.
- Honorable, principled and poised during any situation.
- Detail oriented and resourceful in completing any project and multi-tasking.
- Proficient at databases, presentations, logistics and word processing.

May 1998 to Current Company Name

- Grade Level: E-4.
- Salary: \$300/month.
- Quality Assurance/Technical Inspector.
- Maintains All files and records for 24 UH-60A Blackhawk, and 14 CH-47 Chinook Helicopters.
- Inspects all avionics/electronic work completed through Microsoft office and windows XP professional.
- Created a network database and maintained all calibrated systems and test equipment for the Battalion.

- Ensured work requests were properly routed through repair facility.
- Installed ULLS-A Servers and uploaded an entire new program for the aircraft fleet.
- Utilized C++ and ANCDs to apply cryptic information.
- Compiles data for reports, projections, flow charts, and graphs for all missions to include "secret" and completes presentations to Company, Troop and Battalion commanders.
- Coordinates delivery, status of repair and/or pickup of equipment with supported units and maintenance shops through network database.
- Completes presentations and all statistical data through adobe and Microsoft powerpoint.
- Furnishes assistance to Supervisors on production problems and work planning.
- Creates, maintains, and updates automated Standard Operating Procedures (SOP) and publications.
- Uses specialized test equipment to carry out all phases of avionic and electronic installation, maintenance, repair, and operational testing of base stations, remote transmitters, flight systems, flight controls, receivers, communication, navigation, countermeasure and mobile equipment.
- Planned, organized and led seven Downed Aircraft Recovery Missions.
- Programs, schedules, and establishes priorities for routine maintenance, unscheduled maintenance, combat damaged systems, and repair of equipment.
- Initiates, updates and closes out files, records, and reports according to applicable regulations and Technical Manuals.
- Installs new communication and navigation systems on all assigned aircraft.
- Performs maintenance, troubleshooting and repair of all systems ensuring operational capability of all electronic and electro-mechanical systems and equipment.
- Maintains, installs and repairs secret level, and COMSEC equipment to include encoding and encrypting radios and loading frequencies on singgars radios.
- Ensures that all systems and equipment are reliable and parts are available if needed.
- Plans and organizes work and provides guidance and assistance for peers and lower enlisted.
- Insures that needed plans, blueprints, materials, and tools are available, and that needed stock is obtained from supply locations.
- Guides and assists other workers while performing repair work.
- Checks work in progress and when finished for compliance with supervisor's instructions, work orders, and established shop procedures on work sequence, procedures, methods and deadlines; and directs or advises other workers to follow supervisor's instructions and to meet deadlines.
- Performs functional tests, analyzes performance and malfunctions, removes, installs, tests, maintains, modifies, performs alignments and troubleshoots the electronic, electrical, mechanical and hydraulic assemblies, modules, and interconnecting cables of a variety of combat and tactical electronic, communication, navigation and secure/comsec equipment to include FM, UHF, VHF, KY-58, KIT-1C, Singgars, Doppler/GPS, High frequency ARC-220, AFCS System, VOR, IFF, transponder, gyros, HUDS, CIS, HIS, VSI, Night Vision Goggles and all wiring.
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- Experienced in working in fast paced environments which demand organizational, personal and professional skills.
- Honorable, principled and poised during any situation.
- Detail oriented and resourceful in completing any project or and multi-tasking.
- Proficient at databases, presentations, logistics and word processing.
- Excelled in an E-7 position as an E-4 for an 18 month deployment to Iraq (March 2006-September 2007.) Received numerous medals to include Good Conduct Medal, Army Accommodation Medal and The Bronze Star Medal.

Education

US : May 1997 Malcolm High School i¼ City , State

Bachelors Degree : Aeronautical Engineering Embry-Riddle Aeronautical University i¼ City , State Aeronautical Engineering

MBA

Additional Information

- Top Secret Security Clearance (TSCI) FCC License

Skills

Adobe, Army, blueprints, budget, C, C++, cables, charts, content, CPR, customer service, databases, database, delivery, Detail oriented, fast, financial, functional, funds, GPS, graphs, Inspects, Inspect, Inspector, interpretation, inventory management, Logistics, materials, mechanical, Access, Excel, Microsoft Office, Outlook, Microsoft powerpoint, Powerpoint, Windows, Windows XP, Word, multi-tasking, navigation, network, organizational, personnel, presentations, progress, publications, Quality Control, Quality Assurance, repairs, research, Safety, FM, Servers, SOP, spreadsheets, supervisor, Technical Manuals, Test Equipment, troubleshooting, typing, UHF, VHF, Vision, Vista, wiring, word processing