**Angela Kalogeras**

angelakalogeras96@gmail.com - (661) 916-2218 - Killeen, TX

**SKILLS & INTERESTS**

* Research and Analysis
* Data Collection and Management
* Microsoft Office Suite
* Intelligence Tools and Systems
* Public Speaking / Briefing
* Team Oriented
* Report Writing
* Attention to Detail
* Project Management / Able to plan, organize, prioritize, and execute without supervision

**WORK EXPERIENCE**

**5-104th MI BN, United States Army Reserve Sep. 2018 – Present**

All-source Intelligence Officer Fort Huachuca, AZ

* Primary duty: Battalion S3 (BN Operations) Assistant OIC
* Plan for future operations (FUOPS) months in advance for a handover to the current operations Officer
* Compiling training records and reports to track individual soldier readiness and training requirements.
* Utilizing the Military Decision-Making Process (MDMP) with all staff sections to plan and organize future operations in order to produce operations orders.
* Primary duty: Battalion S4 (Supply) Officer
* Oversaw training, mentorship, and development of the supply section
* Advised commanders and staff on proper command supply discipline
* Maintained equipment records for over 100 Soldiers across various geographic locations
* Planned and coordinated travel and lodging accommodations for approximately 30% of assigned personnel
* Implemented improved standard operating procedures that streamlined processes
* Responsible for overseeing and maintaining over $5M worth of equipment
* Conducted over 25 investigations on lost or damaged equipment
* Additional duty: Intelligence Advisor
* Produce complex multi-source intelligence products derived from intelligence data collection, analysis, evaluation, and interpretation
* Partner with multiple other staff sections and intelligence disciplines to produce timely and accurate products and updates to the commander
* Additional duty: Recruiting Director
* Managed correspondence with Soldiers on behalf of command to increase staffing
* Utilized data to identify most qualified Soldiers to become instructors
* Increased unit manning by approximately 5%

**EDUCATION**

**Embry-Riddle Aeronautical University May 2018** B.S., Global Security & Intelligence Studies, Minor in Defense Studies Prescott, AZ

* GPA 3.36; Dean’s List; Honor Roll
* Area of concentration in Pre-Law classes (Business Law, Environmental Law, Courts & Criminal Justice, International Human Rights).

**CERTIFICATIONS**

**Top Secret w/SCI Clearance Certified July 2020**

**First Aid Certification Certified September 2021**

**Master Fitness Trainer Certified August 2021**