

MELISSA WILSON

1919 Loyce Circle | La Pine, OR, 97739 | 541-876-7359 | wilsome3@oregonstate.edu

OBJECTIVE

To contribute military experience, experience working with veterans, strong communication skills, and the ability to multi-task and work well under pressure to the **Position of Memory Care Technician**.

EDUCATION & TRAINING

OREGON STATE UNIVERSITY-CASCADES | BEND, OR | ANTICIPATED GRADUATION: JUNE 2019

- Bachelor of Science in **Psychology**, GPA: 3.40/4.0

CENTRAL OREGON COMMUNITY COLLEGE | BEND, OR | GRADUATION: DECEMBER 2016

- Associate of Art Oregon Transfer, focus in **Social and Abnormal Psychology**

AIRMAN LEADERSHIP SCHOOL | UNITED STATES AIR FORCE | SPOKANE, WA | AUGUST 2007

- Month long course designed to turn airman into effective leaders

AIRCRAFT STRUCTURAL MAINTENANCE TECH SCHOOL | UNITED STATES AIR FORCE | PENSACOLA, FL | MARCH – JULY 2003

BASIC MILITARY TRAINING | UNITED STATES AIR FORCE | SAN ANTONIO, TX JANUARY – MARCH 2003

RELATED EXPERIENCE

LA PINE VETERAN OUTREACH | VOLUNTEER | LA PINE, OR | SEPTEMBER 2017 – PRESENT

- Provide guidance and emotional support to veterans seeking assistance
- Help veterans navigate through complexities of VA systems and services
- Communicate and build relationships with diverse population of veterans
- Commitment to maintain client confidentiality and adhere to HIPPA laws
- Transport disabled veterans to medical appointments and grocery store
- Develop interpersonal communication skills to effectively provide support to veterans

LA PINE BAND OF BROTHERS | MEMBER | LA PINE, OR | SEPTEMBER 2017 – PRESENT

- Coordinate wood deliveries to veterans in the La Pine area
- Help to clean and organize facilities
- Update files and transfer paper documents to electronic databases
- Actively participate in weekly meetings to build community and raise funds for local veterans

MILITARY EXPERIENCE

UNITED STATES AIR FORCE | SPOKANE, WA

SQUADRON TRAINING MONITOR | AUGUST 2011 – FEBRUARY 2013

- Conducted multiple Frontline Supervisor Training classes preparing 30+ future Air Force suicide awareness
- Streamlined the on-the-job training plan which reduced the average upgrade time
- Scheduled 1k+ courses for 278 personnel ensuring all were job and mission ready
- Corrected over 185 documentation errors in training records
- Monitored multiple databases to keep track of all required training
- Responsible for the on-the-job training for 285 personnel
- Briefed the Squadron and Wing staff once a month on the status of all upgrade/on-the-job training
- Responsible for scheduling 300+ classes each quarter

AIRCRAFT STRUCTURAL MAINTENANCE CRAFTSMAN | AUGUST 2007 – AUGUST 2011

- Supervised and performed structural repair/corrosion control on forty-one multimillion dollar aircraft
- Conducted and monitored on-the-job training for all shop trainees
- Supervised up to 10 airmen per shift and held accountable for duties
- Discovered and corrected numerous repair manuals ensuring the most up-to-date and safest information was available
- Processed 80+ training tasks in support of overseas contingency operations

OTHER WORK EXPERIENCE

BIGFOOT TAVERN | BARTENDER | LA PINE, OR | AUGUST 2016 – AUGUST 2017

- Enhanced ability to interact with diverse groups of people
- Provided customer service and resolved conflicts to ensure satisfaction and safety