

Senior Enlisted Advisor Senior Enlisted Advisor Senior Enlisted Advisor Pass Christian, MS
jzahn@yahoo.com (360) 969-0471 Hardworking and motivated professional transitioning from the
U.S. 12448 Vidalia Rd, Pass Christian, MS Navy to civilian workforce. Expertise includes leading
operations, 39571 managing reporting and enhancing systems to maintain responsiveness in
dynamic situations. Work Experience Senior Enlisted Advisor United States Navy - Meridian, MS
June 2016 to June 2019 Leadership ? Managed command with over 500 personnel; oversaw and
provided ? Resource management guidance concerning issues such as personal growth
development, ? Computer skills career advancement and mentorship. ? Thrives on multi-tasking ?
Developed and implemented current and applicable training ? Strong leader programs for students,
reducing instructional days and improving ? Organized morale amongst staff and student
personnel. ? Active listening ? Advise managers on organizational policy matters, such as equal ?
Human resources management employment opportunity and sexual harassment, and recommend
? Critical thinking needed changes. ? Secret security clearance ? Active communication between
personnel dealing with personnel ? Microsoft PowerPoint, Excel and Word issues, command
policies, work-related problems. ? Team Player ? Mentored and trained United States Navy
Instructors to continuously ? Quick Learner improve knowledge and abilities in Aviation
Administration procedures and responsibilities. ? Managed assets valued in excess of \$1 million. ?
Oversaw facility and system updates and enhancements to keep Education operations in line with
current demands. Maintenance Control/Line Division Chief Columbia College - Columbia, MO June
2013 to May 2016 Monitored priorities and liaised between maintenance team and management,
delegating tasks to ensure timely task completion. Certifications ? Organized ongoing maintenance
schedules to increase operational ? Master Training Specialist readiness. ? Instructor Qualified
(US ? Implemented a trouble shooting work center; trained and qualified 9 Navy-Classification
Code 9502) personnel; resulting in 100% mission completion rate for aircraft ? Command Drug and
Alcohol Program qualifications. Advisor ? Coordinated daily workflow through task prioritizing and
concise scheduling. ? Completed thorough inspections of aircraft, systems and equipment to check
for notable defects and maintenance issues. ? Managed quality assurance program including on

site evaluations, internal audits and customer surveys. ? Performed system data analysis to maintain computer software. Database Administrator United States Navy January 1999 to May 2013 Prepared aircraft and maintenance related correspondence ? Maintained and operated Navy Aeronautical Technical Publication Library ? Sustain data integrity between operations and maintenance departments ? Input data for logs and records; performs records and administration duties. ? Prepares directives and instructions for improving operations ? Supervise organizational maintenance on Naval aircraft, components and ground support equipment.

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