**Joshua Smith**

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**Summary**

Fast learning career professional with extensive military experience and service, and great skills in operations management. Has great project coordination and very customer friendly, and experienced in logistical planning and leadership. This includes very strong communication, teamwork, and finally problem solving skills.

* Extensive international travel; interacts well with all cultures
* Computer literate and well versed in Microsoft programs and the full Office suite
* Ability to type 70 words per minute
* Hard working, independent and reliable
* Thrives in a multi-task environment
* Able to grow with company through versatility and adaptability
* excellent organizing and prioritizing skills

**Education and Certificates**

**Masters of Science in Information Technology** Anticipated Graduation: February 2012

Colorado Technical University Colorado Springs, CO

Concentration Information security

**Bachelor of Science in Business Administration** November 2010

Colorado Technical University Colorado Springs, CO

Concentration: Information Technology

3.68. GPA, Dean’s List

**Associate of Science in General Studies** March 2009

Colorado Technical University Colorado Springs, CO

3.68 GPA, Dean’s List

**High School Diploma**  June 2004 Springwater Trail High Gresham, OR

* **Member of Sigma Beta Delta Honor Society**
* Human Resource Development certificate– Colorado Technical University
* Business Fundamentals certificate – Colorado Technical University
* Project Planning Certificate- Colorado Technical University
* Professional Communication Certificate- Colorado Technical University
* Organizational systems improvement certificate- Colorado Technical University
* Management essentials- Colorado Technical University

**Military Experience**

Aircrew Flight Equipment Specialist March 2007-August 2010

United States Air Force Tinker AFB Oklahoma

**Achievements and contributions**

* Worked on Aircrew Flight Equipmenet Database management system for four years, maintained, and fixed errors.
* Identified manufacturer defect/repaired 43 aircrew chemical protective hoods and saved $3k in replacement costs.
* Inventoried 56 emergency passenger oxygen systems, and removed two faulty units ensured success of combat mission and ensured no casualties.
* Assisted two water survival training events inspected $20k of Air Force assets-increased survivability for 50 aircrew members.
* Performed weekend and daily flight line operations supported four presidential missions of 36 hours of continuous coverage.
* Performed Three years of leadership experience and experience in the strategic planning, and administration, maintenance, equipment, technology, training, and logistics operations
* Performed and installation/removal of life saving equipment, and performed pre/post flight inspections on 330 million dollar E-3 aircraft.
* Assisted Aircrew Flight Equipment training section with E-3 emergency egress, and provided safety for two training events of 40 aircrew members.
* Prepared pilot’s equipment and ensured the successful operations of E-3 aircrew in combat mission over Iraq, and Afghanistan leading saving the lives of aircrew members, and infantry.

**Project Coordination and Leadership**

* Conducted three chemical defenses training classes for over 80 aircrew members, and enhanced their chemical survivability.
* Coordinated workload requirements with outside agencies, and performed quality inspections on installed equipment in the E-3 aircraft.
* Controlled inspection data entered into aircrew flight equipment management system to reflect equipment due dates, and historical data.

**Security Clearance**

* Secret