** Ms. Ashley R. Tinnon**

327 NW Park Avenue  
Portland, Oregon 97209  
719.201.2276  
[artinnon@gmail.com](mailto:artinnon@gmail.com)

**OBJECTIVE**

Skillful, multi-talented, and mission-focused: Seeking a challenging entry level position. Core Values: Integrity, selfless service, & excellence.

**SUMMARY OF QUALIFICATIONS**

* Possessing strong ***administrative*, *management*** and ***organizational*** skills
* Disciplined and self-motivated; ***catalyst-type leader and team builder*.**
* Exceptional communicator in both ***verbal a***nd ***written*** functions
* Sound ***interpersonal*** and ***conflict resolution*** abilities
* Proficient in Microsoft Office; dynamic internet research skills; types 85 wpm
* ***Language proficiency***: Fluent in French and currently learning Farsi

**EDUCATION**

**University of Colorado**, Boulder, Colorado; GPA: 3.43

*BA in International Affairs with an emphasis on Foreign Policy*

Dean’s List

**PROFESSIONAL EXPERIENCE**

**MIDABE, LLC,** Fort Walton Beach, Florida   
***Public Relations Specialist***  
*Oct 2008 - Present*

* Consulted with company executives regarding business and marketing expansion opportunities
* Trained staff in creative techniques to promote image and goodwill between the company/public
* Coordinated the strategy, design, implementation, and maintenance of the company’s website

(See back page)

**DEPARTMENT OF DEFENSE,** Joint Base, Pearl Harbor, Hawaii   
***Intern – COMPACFLT Protocol***  
*Dec 2011 – Jan 2012*

* Responsible to assist in coordinating intricate details for the COMPACTFLT (Commander of the Pacific Fleet, Pearl Harbor, HI) 4-Star Admiral’s change of command
* Interfaced with high ranking military officers and senior political officials, including Senators and Representatives
* Involved in the planning process on multiple levels, including high level security clearance protocols

**DEPARTMENT OF DEFENSE,** Hurlburt Field, Florida   
***Intern – U.S. Air Force Special Operations Command***  
*May 2007 – Oct 2008*

* Responsible to in-process newly assigned special operations forces; assisted with security clearances, wing operations, mission policies, organizational structures, and key personnel.
* Instrumental in planning Change of Command ceremonies for senior Air Force officers.
* Organized meetings for 1st Special Operations senior leadership
* Served as the executive assistant to the Civilian Personnel Officer
* Ensured protection of (classified) information – OPSEC, COMSEC and Privacy Act related data

**LEADERSHIP/VOLUNTEER EXPERIENCE**

**UNIVERSITY OF COLORADO,** Boulder, Colorado

***Vice President – International Affairs Club***

*Aug 2007 – May 2008*

* Organized club meetings and met with advisors to ensure proper procedures and protocols utilized
* Coordinated special speakers to address historical and contemporary International Affairs related topics
* Motivated and encouraged discussion topics related to I.A. among the members

***Volunteer***: St. Jude Children’s Research Hospital, American Red Cross, Humane Society, Young Storyteller’s Foundation, St. Timothy’s Soup Kitchen

References Available Upon Request