

JEFFREY THOMPSON  
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MILITARY STATUS: CALIFORNIA STATE MILITARY RESERVIST  
VETERAN'S STATUS: HONORABLY DISCHARGED, US NAVY 1993-2001  
VETERAN EQUAL OPPORTUNITY ACT(VEOA)PROTECTED VETERAN  
UNITED STATES CITIZEN  
SECURITY CLEARANCE ACTIVE: SECRET

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#### **OBJECTIVE**

To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self-development and help me achieve personal as well as organization goals. Help other's succeed as well in their well being for promotions and achievements.

#### **EDUCATION**

MA, Business Organizational Management, Ashford University, Clinton, IA Relevant Courses: Communication, Group Behaviour, Decision-Making, Human Resources Management, and Ethics.

BA, Instructional Design, Ashford University, Clinton, IA; April, 2014, Relevant Courses: Learning Theory and Studies in Assessment to Adult Learning and Virtual Collaboration. Awards and Honors: Salute Honor Society

Completed 71 credits, Southwestern Community College, Chula Vista, CA; AUG 2005-2014, Relevant Courses: Operating Sys/Command L, Linux Operating Systems and Apache, Project Management, Business English, Business Introduction, and Basics of Government Contracts.

#### **TRAINING**

CON 100, Defense Acquisition University , San Diego, CA 2015

FEMA EMERGENCY MANAGEMENT INSTITUTE, Los Angeles, CA 2014  
CERTIFICATION IN DISASTER AND EMERGENCY MANAGEMENT  
FEMA CERTIFICATIONS IN EMERGENCY MANAGEMENT:  
IS-00075" entitled "Military Resources in Emergency Management  
IS100.b Introduction to Incident Command System (ICS)  
IS-00102.c" entitled "Preparing for Federal Disaster Operations: FEMA Response Partners  
IS200.b Single Resources and Initial Action Incidents  
IS-00700.a" entitled "National Incident Management System (NIMS)  
IS-00701.a" entitled "NIMS Multiagency Coordination System (MACS)  
IS-00775" entitled "EOC Management and Operations  
IS-00800.b" entitled "National Response Framework

California State Guard BOC 2016

United States Navy Core Value Courses, San Diego, CA 2014

Military Emergency Management Specialist Course, Los Angeles, CA 2014

United States Navy Leadership Courses, San Diego, Ca 1998-2001

United States Navy A-School, San Diego, CA 1994

United States Navy ATD School, Great Lakes, IL, 1994

## **EMPLOYMENT EXPERIENCE**

Office of Disability and Adjudication Review(Social Security Department) 07/30/2014 to Present  
40 Hours Per Week, San Diego, Ca  
Supervisor: Daniel VanGrol

### **RESPONSIBILITES**

Congressional Federal Liaison by establishing and maintain a working relationship with all members of Congress. Duties includes controlling, analyzing, researching and formulation of official responses to written and telephone requests from Members of Congress and their staffs and Congressional Committees.

Conducting Investigations while working with the Office of Inspector General to determine and prevent fraud that was caused by a claimant due to miss information that was provided. Duties includes issuing subpoenas, listening and view both audio and video recordings, and draft reports for Administrative Law Judge.

Perform pre- and post-hearing review and analysis of claim files by researching/applying ODAR rules and regulations (using the most expedient resources available), reviewing medical and legal evidence to ensure that case files are developed in accordance with regulatory requirements, and maintain current knowledge by using independent research to read policy and procedural updates.

Process legal and medical documents in accordance with applicable rules and regulations by correctly inputting data of a medical or legal nature in reports, databases, etc., and preparing case summaries of the claimant's history while documenting any conflicting evidence.

Prepares recommendations clearly and concisely using a personal computer, as well as responds to emails; take comprehensive notes during hearings; correct drafts of office correspondence to ensure accurate grammar, spelling and punctuation.

Develop case summaries by analyzing facts, evidence, and allegations in the legal documents of case files to determine accuracy and applicability for exhibits to be included in the case record, for reconciling discrepancies, and to ensure timely and correct conclusions.

Communicate clearly and concisely with claimants, attorneys, legal preps, Medical Experts and Vocational Experts, etc., when explaining the hearing process and scheduling hearings.

Conduct Verbatim Hearing Reporting for the Administrative Law Judge using DRAP and create CD's after the hearing. Also including set up video conference sessions with other ODAR offices across the country.

DEPARTMENT OF THE NAVY, 06/2014 TO 01/2015, 40 HOURS PER WEEK, SAN DIEGO, CA,  
STUDENT CONTRACT SPECIALIST INTERN SUPERVISOR: KATIE ADKINS

### **RESPONSIBILITES**

Provided Administrative Support for Contract Awards to various Master Ship Repair Contractors. Contracts ranged from minor ship repair in order to provide and obtain the best value contracts for complex Major Ship Overhauls, Modernizations, and Conversions including CMAV's, MISMO, and WOO's.

- Provided Administrative Support for Contracting Functions in support of NAVSEA and SWRMC which included awarding, administering, contract negotiating, terminating, and closing out various types of cost and fixed priced contracts including Spiro I and Spiro II Contracts.
- Reviewed and Process Request for Procurement including RCC's (Request Contract Changes) and COPA's (Cost Proposal Analysis) for complex ship repair projects. Prepared Solicitations for CNO Availabilities including CASREPS (Emergent Work) by analyzing the types of products and services

requested, prices, time frames, and the primary mission of the activity/codes for financial purposes.

- Prepare solicitation documents, incorporating FAR (Federal Acquisition Regulations) for routine provisions, cost accounting standards, and reviewing both Independent Government Estimates as well Contract Independent Estimates to determine appropriate weight factors, cost data requirements, socioeconomic programs.
  - Incorporated special provisions as needed, such as evaluating criteria for best value procurement. Ensured the selection plan is developed and approved for the best value procurement prior to issuance of the request for proposals (RFP).
  - Received and evaluate Bids/Proposals, conduct Pre-Bid/Proposals Production Meetings between the Government and Contractor, prepare responses through both email, verbal, and phone conversations between BAE and NASSCO.
  - Reviewed pre-award survey reports, financial capability audit reports, current work load, contractor facilities, and make a determination of contractor responsibility whether they would qualify for both the pre-award and post award funding
  - Awarded contracts within my delegated authority and prepare pricing memoranda's, negotiation memoranda, business clearances, and other documents necessary to support contract award and non-awards
  - Analyze operations, methods, and procedures in order to recommend necessary changes by using previous historical data of previous scope of work completion.
  - Maintain data collection systems, prepared reports, and maintain both procurement/historical data for use in management information systems as Contractor Performance Appraisal Review System (CPARS).
  - Completing Mod Logs by incorporating ATP's (Authorization to Proceed) funding into excel spreadsheets to develop an overall funding document for each fiscal year
  - Reviewed Independent Government Estimates compared to Contractor's Cost Proposals in making a proper decision in proper funding of estimates.

Honors: Honored by the Department of Defense with the Patriotic Civil Service Award

ASHFORD UNIVERSITY, 04/2009 TO 03/2013, 40 HOURS PER WEEK, SAN DIEGO, CA,  
ADMISSIONS COUNSELOR LEAD SUPERVISORY SUPERVISOR: RACHEL THEIL

## **RESPONSIBILITES**

- Achieved a 94% success rate in retention of college admission for participating students during the Academic Year of 2011-2012.
  - Incorporated a Sales Administrative Streamline four step impact by rapport building, motivation, process, and closing techniques to best understand the customer intentions.
  - Facilitated 8-10 peer training sessions, team building exercises, and focus group workshops
  - Provided Administrative Sales Support for employees who was not on my team to help build up their data base to achieve the maximum level of reaching their goals.
  - Exceed Sales Goals by 35% for three consecutive quarters.
  - Assisted in Administrative duties in planning, directed, and help organize staff to ensure that employees are meeting performance guidelines.
  - Received Best in Class Service Award for coordinating Care Packages to troops in Combat Zones.
  - Maintain Administrative Support for current students by preparing them for their first class

orientations, prepared their schedule using campus vu based off of their availability in attending online instruction, ordering books by functioning as a liaison between Ed Maps and the student.

Honors: Best in Class Service Award

GEICO AUTO INSURANCE, 05/1998 TO 11/1998, 40 HOURS PER WEEK, POWAY, CA  
SENIOR SALES UNDERWRITER SUPERVISOR: CHRISTINE GABBARA

**RESPONSIBILITES**

- Customized Insurance Products to match individual customer needs by offering variety of risk coverage.
- Calculated Auto and Umbrella Insurance Premiums to established a Payment Method
- Sold Various Types of Insurance Policies to individuals under the Property and Casualty Bids
- Performed Daily Administrative Work including maintaining and tracking customer's policy records and renewals.
- Reviewed and Updated Insurance Policy Applications for errors and contacted customers for revisions to ensure policy are updated for individual state regulations.
- Write Letters of Action to customers, insurance companies, and third-party contacts to obtain further information such as insurance rates, medical, or other claim relevant information.
- Decreased Excessive Risk
- Organized and Collaborated with other departments such as claims, customer service, and imaging in search and retrieval of records in making a final determination.
- Assistant Team Project Manager in collaborating in development of a sales tracker that would use raw data tracked by employees and converted into statistical information
- Provided Administration Assessment Results from updated software programs within test teams.
- Retrieving files from data bases in returning correspondence through mail or email using office equipment.
- Provided Administrative support to Human Resources by inputting and retrieving applications for perspective new hires.
- Conducted face to face, phone, and email pre-screening interviews for potential new hires
- Administrative Support for new hire back ground checks, orientation packages, and assessments

Honors: Innovative Employee of the Year

INTUIT, 11/1997-04/1998 , 40 HOURS PER WEEK, SEASONAL JOB SAN DIEGO, CA  
LEAD DESK TOP SUPPORT SPECIALIST MANAGER: GERALDINE

**RESPONSIBILITIES:**

- Account Manager in providing administrative and technical support for customers by phone or email.
- Processed software refunds as well as up selling newly enhanced products
- Assessed Customer situation and concern by providing a quick resolution to the problem at hand.
- Managed and Organized files within the data base and prepared daily mod logs using excel spreadsheets in reconciliation prices and warranties.
- Provided on-site training for a 6 member team and conducted assessments for the gain of learning.

UNITED STATES NAVY/UNITED STATES ACTIVE NAVAL RESERVE, United STATES NAVY INACTIVE READY RESERVE  
10/1993-08/2003 40+ HOURS PER WEEK San Diego, Coronado, CA

Mess Specialist/Combat Support Specialist/Petty Officer 3<sup>rd</sup> Class MS3/E-4 Manager: DOD

## **RESPONSIBILITIES**

### **Supply**

Provided daily and nightly meals for crew of five thousand plus in support of yearly combat ready and engineering operations for Operation RIM PAC

### **Combat Support Specialist**

- Field Messing and Supply Logistics in support of Northern Edge (Seward, Alaska and Cobra Gold (Thailand))
- Port Security in negative ten weather by providing security for possible mock insertion by insurgents or commandos for Operation Northern Edge
- Conducted Air Surveillance with the Alaska Civil Air Patrol in determining enemy's location and search and rescue mission for down F/18 A Hornet for Operation Northern Edge
- Conducted security water operations in small craft with Seal Team Five for possible diver attack for Operation Northern Edge
- Conducted field messing within a joint operational units for the international socomm detail including all participating Special Forces for Operation Cobra Gold
- Field Messing and security watch while providing logistical support for overall mission for Operation Cobra Gold

### **Petty Officer of the Watch**

- First non-petty officer to be designated for full responsibility of watch in performing ship security while in port
- while designated by commanding officer with full recommendation to carry fire arm as qualified
- Ship protection of possible threats from small craft attacks in port
- Conducted pier security and inspection of lines attached to ship to ensure lines are not weakening

### **Divisional Damage Control Petty Officer**

- Designated as the first non-petty officer to become the supply department damage control petty officer
- Refurbishment of all food service spaces which included extensive cleaning, painting, and replacing non-skid within the supply department decks

- Successfully maintained a 100% PMS accomplishment rate for the supply department
- Created a readily manageable maintenance program using basic PMS Naval Publications by reducing the amount of time to complete the work with a 100% accomplishment
- Forecast man power and materials for the use of completing specific task assigned
- Facilitated a quality assurance process
- Scheduling and Controlling of maintenance reviews and deliverables
- Responsible of recycling plant for plastic waste materials to ensure that everything is recyclable which will not affect any ocean sea life
- Advanced Damage Control Officer including watch station tasks, messenger, stretcher bearer, closure detail member, plug man, boundary man, sound-powered communications operator, team leader, smoke control, hull repair man, shoring, pipe patching, repair party electrician, access overhaul man, isolation detail member, fire fighter, afff station operator, wifcom operator, investigator, chemical, biological, and radiological expert and trainer and defense, first aid and special water rescue, ship structure repairman, oxygen breathing apparatus, and engineering operator

### **Safety Officer**

- Vertical Package Conveyor Operator Safety Officer for on loading and off loading ship supplies
- First Man Aloft Safety Officer as a non-designated rating in support of maintenance repair for all electronic radar and sonar for both electronic and sonar warfare specialist
- First Underway Replenishment Safety Officer as a non-designated rating in support for both ship to ship transfer of mail, food, and fuel supplies

### **Flight Deck Operations**

- Operational of fire control systems for air craft emergencies (SH-60 Sea Hawk)

### **VBSS**

- First non-petty officer ever designated in participating maritime boarding's while using trained tactics
- Captured both enemy and non-combative vessels in support of sanctions against Iraq during the maritime interception operations in the middle east supported by Nato and the United Nations
- Weapons qualifications included MK-38 25 MM Chain Gun, 12 gauge pump action shot gun, M9 Beretta, and the M16A2
- Ship Boarding qualifications included small boat launching, close quarters battle included tactical movement and shooting, defensive tactics, and rope ladder climbing

## **Record Keeping and Supply**

- Responsible for managing personnel, fiscal and supply resources through the federal supply catalog in order for the command to be prepared for both peace and war time operations while in port and underway in domestic and international waters.
- Coordinated the administrative and logistical support of U.S. and allied forces while deployed in the Arabian Gulf and both domestic and international waters

## **Mess-Specialist**

- Food Preparation using fundamental knowledge to prepare food items using military armed service recipe cards within the food service organization by applying recipe conversions, sanitation regulations, and safety rules for preparing meals daily for a crew of four hundred-fifty six on a daily basis while in port as well at sea.
- Assigned to the wardroom in preparing daily meals and clean up of officer staterooms
- Special Food Preparations as the Commanding Officers Cook and the commanding officer personal liaison in preparing special events for the President of the United States, President of the Philippines, President of Thailand, Secretary of Defense, Secretary of the Navy, Secretary of the United States Treasury, Third and Seventh Fleet Admirals.
- Coordinated reception for the U.S. Treasury Department representative Cathy Burka in support of the 1996 Atlanta Olympic Games

## **Fireman**

- Naval Fire Fighting using proper techniques and procedures for general shipboard firefighting
- Team Leader by providing training and guidance in the use of oxygen breathing apparatus men, nozzles, and hoses
- Provided training on the preparation of fires due to the result of both conventional and nuclear weapons
- Provided training and instruction on proper safety during a chemical, biological, and radiological attack
- Run both electrical and sound-powered equipment(nifty) to locate fires within bulkheads to form a plan of attack
- Sound and Security Watches by performing monitoring and record required readings of pkp levels and co2 within the engineering department and the main weapons payload which included both ship to ship and ship to air firing capabilities

**Collateral duties included:** Flight Deck Crew for HS-57 Wolf Pack crew, Ship Security Watch, Engineering Security Watch, Tactical Operations in conducting ship boarding exercises on foreign ships in search of illegal weapons and drugs in maintaining the Nato Embargo against Iraq and Iran, Fog Watches, Budget and Purchasing, Supply Department Review by SIMPAC, Engineering Department Review by OPIE, Combat Support Specialist to Seal Team Five, Marine Expeditionary Unit, and Canadian Special Forces.

#### HONORS AND RECOGNITION:

Sailor of the Quarter, Seaman to Admiral Program, Letters of Commendations and Appreciations, **SOUTHWEST ASIA CAMPAIGN SERVICE MEDAL W/BRONZE STAR**, "BATTLE E" AWARD, NAVY GOOD CONDUCT MEDAL, SEA SERVICE RIBBON, NATIONAL DEFENSE MEDAL, MILITARY EMERGENCY MANAGEMENT BADGE, CA STATE MILITARY RESERVE EMERGENCY TRAINING RIBBON.

#### VOLUNTEER SERVICES:

California State Guard, VOLUNTEER, San Diego, Ca. 2014-present  
79<sup>th</sup> Brigade-NCO-S1 Manager: LTC Edward K Lai

#### SKILLS

Customer Service and Communication  
Organization and Administration  
Training and Supervision  
MS Office Suite Personnel Management Interviewing, Hiring and Evaluation  
Office Management Coaching and Mentoring

**Computer Capabilities-Operating systems:** Windows. **Applications:** Microsoft Word, Works, Info Path, Excel, Access, Power point, Adobe Photo Shop, Publisher, Dream Weaver, Share Point, Quicken, Story Board, One-Note, Dos, Unix, CSRM, Campus Vue, Reap, Epss, Oasis, and Sales Data bases. Go Army Education Account, CCAF Accounts, Typing Speed of 55 or more WPM, Data Entry Processing  
**Programming:** Knowledge of HTML and Website Design/Maintenance, NMD(Naval Maintenance Data Base), SPS(Standard Procurement System), Citrix Data Base **Staff Development:** Developed Training and Learning content for new hires or new management using the process in Analysis, Design, Develop, Implement, and Evaluation (ADDIE) by incorporating creative Learning Objectives and Outcomes in staff development.

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#### REFERENCES

References are available on request.