

## PROFESSIONAL SUMMARY

Seasoned IT manager and Air Force Veteran with an Active Secret Security Clearance and 20+ years of experience in information technology, telecommunications, system administration, and network engineering. Currently shadowing the Vice President of IT, gaining advanced insight into IT strategy, vendor management, and system optimization. Proven expertise in utilizing programming and scripting languages, including Python, PowerOn, Java, Bash, and VBA, to automate processes, analyze data, and create tailored solutions that drive business decisions. Successfully led teams of 30+ in fast-paced environments while managing programs, resources, and equipment valued at \$2.1M. Extensive background in system implementation, risk management, information security, strategic problem-solving, and process improvement. Career supported by numerous hours of technical self-study, industry-recognized certifications, and a bachelor's degree in information technology.

- Systems Administration
- Network Engineering
- Python | Java | PowerOn
- Information Assurance
- Object Oriented Programming
- HTML | CSS | SQL
- IT Help Desk Management
- Collaboration | Teamwork
- Bash | Git | GitHub

## PROFESSIONAL EXPERIENCE

**Montana Credit Union | Great Falls, Montana** **Oct 2024 – Present**  
**Systems Administrator | Great Falls, Montana**

- Successfully built and deployed a Microsoft Server 2022 environment, replacing an ailing system and collaborating with a team of three to modernize the organization's IT infrastructure.
- Completed 70+ hours of self-study to master the PowerOn language, creating 30+ custom scripts that identified financial trends, aiding the VP of IT, CFO, and CEO in strategic planning.
- Designed and implemented a Microsoft SQL Server for advanced analytics, empowering management with data-driven insights to support critical business decisions.
- Identified and resolved a critical issue in a legacy script, restoring the functionality of the member rewards program and saving the credit union significant external development costs.
- Shadowed the Vice President of IT to gain in-depth knowledge of high-level IT operations, including strategic planning, vendor management, and system performance optimization, while contributing to initiatives that ensured the reliability and efficiency of core computer systems.

**Allegiant Vets | Rocklin, California**  
**Python Software Development Intern | Great Falls, Montana (Remote)** **Feb 2024 – Jul 2024**

- Entered a 5-month internship to learn Python Software Development, working with over 1100 people while holding weekly Agile style meetings and discussions on Discord and Zoom.
- Highly motivated self-learner using online learning platforms to build and exercise skills in Python, Java, Bash, Git, SQL, and containerization technology like Docker and Kubernetes.
- Built and maintained a GitHub repository for personal use, proficient using command line for cloning repositories, push/pull operations, fast-forward and three-way merging, and commits.
- Actively completing coding problems on ProjectEuler.net using Python as the programming language of choice.

**United States Air Force | Various Locations** **May 2003 – Aug 2024**  
**Superintendent, Mission Support Flight | Malmstrom AFB, Montana** **Apr 2023 – Aug 2024**

- Managed Mission Support Flight comprised of 19 team members from 8 different career specialties providing operations and IT support to the worldwide RED HORSE mission.
- Directly supported the execution of a \$2.1M budget, fitness program, upgrade training, communication and IT support, contingency food, quarters, mortuary, morale & welfare programs and the commander support staff.
- Managed the installation of communications infrastructure in a 5 million dollar newly constructed building, culminating in the expansion of the RED HORSE enterprise 3 months ahead of schedule.
- Facilitates the training and professional development of personnel, promoting a culture of continuous learning.
- Serves on committees and planning groups concerned with future systems, requirements, and specifications.

**Operations Manager, Client Systems | Malmstrom AFB, Montana** **Feb 2021 – Apr 2023**

- Provisioned and maintained IT service and access accounts with Active Directory to onboard personnel for the RED HORSE enterprise.

- Designed a system and wrote a script to ease tracking and accountability of IT equipment; expediting inventory of more than 300 geographically separated items, allowing an accurate and complete inventory in 2 days as opposed to 2 weeks.
- Oversaw operations, troubleshooting, and maintenance for \$1.5M of communications and IT equipment; utilized job layouts and material requirements to install, configure, and maintain network hubs, switches, routers, and servers that support LAN/WAN activities
- Directed \$1.2M IT equipment account in support of network administration and 24/7 user access accounts, PII, and shared storage folders; inventoried equipment for shortfalls and created procurement requests to complete packages.
- Resolved system failures by providing system operating capabilities, troubleshooting through and around problems and readjusting the system when it was fully operational.

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## **Headquarters Air Force Satellite Communications Manager | Ramstein, Germany**

**Dec 2017 – Feb 2021**

- Assisted with the programming, planning, and implementing Satellite Communications (SATCOM) programs; analyzed satellite utilization and collaborated with management to develop policies for protecting critical military satellite (MILSAT) bandwidth.
- Reviewed and coordinated technical documentation prepared by project officers and contractors on SATCOM issues.
- Performed technical and operational evaluation of satellite frequency assignments to organizations involved in the research, development, test, and evaluation operations that involve national and international satellite communications.
- Implemented telecommunication programs and special projects to improve existing IT and telecommunications capabilities and new systems requirements; surveyed existing and/or proposed services for efficiency.
- Reviewed and analyzed plans and specifications for justification; analyzed cost estimates, implementation dates, and supporting requirements such as scheduling deliveries, availability of installation and test personnel, and site preparation.
- Performed analysis to assess mission requirements, needs, facilities, and systems involved; evaluated projects and translated customer requests into operational concepts, preparing plans, drawings, manuals, and technical specifications.

## **EDUCATION | CERTIFICATIONS | TRAINING**

**Bachelor of Science**, Information Technology | Western Governors University | Feb 2024

**Associate of Science**, Electronic Systems Technology | Community College of the Air Force | 2012

Microsoft Cybersecurity Analyst | Microsoft | Dec 2024

Database Engineer Professional | Meta Inc. | Nov 2024

IT Automation with Python | Google | Apr 2024

Python for Everyone | University of Michigan | Feb 2024

Linux Professional Institute Essentials | Jan 2024

Project+ | CompTIA | Oct 2023

Amazon Cloud Practitioner | Amazon Web Services | Sep 2023

CompTIA Secure Infrastructure Specialist | CompTIA | Jan 2023

A+ Certification | CompTIA | Jan 2023

Infrastructure Technology Infrastructure Library 4, Foundation | AXELOS | Aug 2022

Security+ Certification | CompTIA | Aug 2021

Network+ Certification | CompTIA | Aug 2014

## **SPECIALIZED MILITARY TRAINING & EDUCATION**

Cyber Defense Operations Course | Senior Noncommissioned Officer Academy | Noncommissioned Officer School

Theater Deployable Communications Radio Frequency Course | Cyberspace Support Quality Assurance Procedures Course

RF Transmission Systems Training | Communications/Electric Maintenance Standards and Evaluation Course

Airman Leadership School | Ground Radio Communications Apprentice Technical Training Course

## **TECHNICAL COMPETENCIES**

Python | VBA | PowerOn | HTML | CSS | SQL | Bash | Git | GitHub

**Office Software:** Microsoft Office Suite 365

**Operating Systems:** Linux / Mac / Microsoft Windows