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### **Professional Summary**

Air Force Veteran and experienced professional with over seventeen years in operations management and customer service seeking a challenging new opportunity in Information Technology. Experience includes emergency response, project management, construction management, departmental budgeting, Physical and digital security, and ensuring compliance with government regulations.

### **Experience**

#### **Express Employment Professionals – Davenport, IA Environmental, Health and Safety Coordinator    January 2024 to April 2024**

Ensure regulatory compliance with Hazardous waste generation program for local manufacturing company. Also ensure compliance with city and state waste water pollution prevention plan in monthly testing and reporting to city officials. Improve safety of warehouse floor after conducting risk analysis ensuring traffic lanes for both pedestrians and forklift traffic were separated. Implemented factory Emergency action plan to create formal processes to improve employee safety during severe weather or and other emergency situations.

#### **City of Garden City – Garden City, KS Operations and Maintenance Director    June 2023 to November 2023**

Led a team of six responsible for ensuring that the Garden City Regional Airport is effectively operated in a safe manner and in accordance with all established rules, regulations and criteria of Federal and local government and other policies in the operating an airport. Maintained compliance with all aspects of the Airport Certification Manual (ACM). Managed snow operations response, including scheduling, NOTAMs, weather observation, planning, equipment preparation and snow removal.

Responsible for the development, modification, implementation, compliance, and evaluation of the Storm water Pollution Prevention Plan (SWPPP), Spill Prevention, Control and Countermeasure Plan (SPCC), including training, inspections, and meetings.

Served as the Airport's Safety Representative. Oversaw implementation of Safety Program, attended city safety meetings and training, purchased safety equipment and managed inventory, safety training, MSDS record keeping, staff training and facility inspections.

Help with senior leadership in developing airport operating budget and overseeing maintenance department expenses.

#### **Tulsa Airports Improvement Trust – Tulsa, Oklahoma Airfield Operation Agent    April 2017 to May 2023**

Maintained compliance with all aspects of the Airport Certification Manual (ACM). Conducted inspections of the airfield identifying all discrepancies, issuing proper notifications, and ensuring a proper resolution.

Monitored construction and maintenance activity to ensure compliance with FAA, DHS, TSA standards. Represented the airport's operational interests related to airfield construction and tenant projects in and around the Air Operations Area (AOA).

Issues appropriate Notices to Airmen (NOTAMs) and field condition reports. Assists with compliance of the Airport Emergency Plan (AEP).

Ensure compliance with Airport Security Plan (ASP) by coordinating with Airport Police and TSA with Terminal and air side security breaches (sweeps and contacts proper personnel) and other security incidents.

Served as evaluator for airport operations, during Airport's 2022 Full scale emergency exercise.

### **PAE - North Las Vegas, Nevada**

***Air Traffic Control Station    September 2011 to April 2017***

Worked with various agencies to control airfield activity at Creech AFB's Airfield Management Facility.

Operated Secondary Crash Net Call System for alerts and emergencies events and procedures. Initiate and complete Quick Reaction Checklist for hazardous cargo arrivals, airfield driving infractions and other safety and security issues. Disseminated weather warnings and watch advisories.

Position required ability to integrate RPA (Remotely Piloted Aircraft) operations with airfield regulations.

Received Lightning Bolt Award for Improved Airfield Lighting Outage Tracking, resulting in safer flight operations; Developed Proficiency Test that improved office efficiency in critical areas.

### **United States Air Force - Various Locations Rank: E4, Senior Airman**

***Airfield Management Operations Supervisor                      February 2009 to August 2011***

***Airfield Management Operations Coordinator                      October 2006 to February 2009***

Responsible for management, administration, safety and security of all aircraft, personnel, and activities at the Air Force's busiest and most diverse airfield. Developed strategic management, policies and procedures, parking, taxi route and future construction plans. Led a team of up to three Airport Management Coordinators.

Prepared and issued flight safety and local notices. Inspected airfields to ensure safe operating environment for personnel and aircraft. Maintained incident reports and other forms related to complaints or investigations.

Planned and oversaw construction projects (designs and specs for painting, stripping, rubber removal, maintenance, upgrades and safety).

Requisitioned equipment, supplies and other resources ensuring adherence to USAF, DOD and DOT, ICAO, NATO, FAA and Host Nation Criteria. Created checklists to maintain accurate inventory.

**Accomplishments:** Chosen to oversee \$11 Million Apron Expansion and \$2.16 Million Lighting Repair Projects; Received Recognition for service in OPERATION IRAQI FREEDOM; Instrumental in Unit "Safety Award of Distinction."

## **Education and Certifications**

CompTIA Security +

National Incident Management System courses Incident Command Systems 100/200/300/400/700/800