

Jesse Jones

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EDUCATION

University of Oklahoma, Norman, OK
Bachelor of Business Administration
Major: Management Information Systems
GPA: 3.64

Projected December 2021

Oklahoma City Community College, OKC, OK
Associates of Science
Major: Computer Science
GPA: 4.0

May 2020

EXPERIENCE

January 2020 - Present

Student Trainee

United States Air Force

Plan, manage, and coordinate Air Force-wide initiatives in regards to standardizing and streamlining the process of planning of consumable items. Use forecast accuracy assessments to focus process improvement efforts on critical and low performing demand triggers, planning methodologies, and programs.

July 2017 - February 2019

Management Assistant

Defense Contract Management agency

Establish performance data/criteria for workload analysis. Developed interactive supervisory tools linking disconnected databases for management analysis. Collect and maintain data records for tasking assigned to Stockton Contract Management Office from Western Region and Head Quarters.

August 2008 - January 2016

Fort Sill's Borrowed Military Manpower and Tasking Manager

United States Army (E-6 Staff Sergeant)

Managed, authorized, and assigned workforce levels for Fort Sill's Special Duty Assignments consisting of 34 sections and 172 personnel. Created a tracking system to ensure the accountability of occupational rotations. Identified trends impacting future resource requirements.

HONORS AND NOTABLES

Secret Security Clearance (2017)

Oklahoma City Community College President's List

Volunteer, Forever Yours Dog Rescue