

## LOGISTICS TECHNICAL WRITER/HUMAN RESOURCE (HR) ADMIN/ QA MANAGER

### Summary

Obtain a position that offers a variety of challenges and responsibilities where my abilities and skills can be fully utilized.

### Highlights

- Excellent personal motivation with a proven ability to build and work collaboratively in a strong team concept environment, as well as independently. Focused, versatile, dependable, responsible, multi-task oriented, detail oriented, critical thinking and decision making oriented, flexible, positive, able to adapt effectively to challenging and emergency situations. Proven success in initiating, promoting and maintaining strong interpersonal relations. Able to deal courteously, professionally, and tactfully with the general public in a variety of circumstances. Excellent analytical skills with the ability to analyze situations accurately and effectively. Well developed skills in prioritizing, organization, decision making, time management, verbal/written communication skills knowledge of mark-up and standardized languages (HTML, XML, and SGML). SPECIAL SKILLS
- Acrobat Professional
- Arbortext
- Canvas
- Paint
- PhotoShop
- HTML
- Illustrator
- Microsoft Office Suite
- Notepad
- Paint Shop
- SGML
- XML

### Accomplishments

I was also chosen as the only technical writer to have assisted with developing of project data budgets, schedules, management of resources, rewording of Statement Of Work (SOW), and preparing/ revising Contract Data Requirement List (CDRL)

### Experience

Logistics Technical Writer/Human Resource (HR) Admin/ QA Manager 01/2013 to Current Grand Beach Hotel Miami Beach , FL

Responsibilities include: Technical Data: -Develop and maintain aircraft and weapon system technical publications, Interactive Electronic Technical Manuals (IETM), maintenance manuals, repair manuals, user manuals and revisions due to Engineering Change Proposal (ECP) updates and Technical Publication Deficiency Report (TPDR), as well as other changes for multiple components/type/model/series of aircraft, engines, (i.e. P3, EA-6B, T-45, H-60, F-18, RTCASS, Interconnecting Groups, Electronic System Test Sets, Universal Hydraulic Test Stands Diesel and Electric operated). -Plan, integrate, incorporate maintain and execute In Accordance With (IAW) applicable specifications and standards i.e. MIL-STD-3001. -Utilize technical knowledge and hands-on computer skills by using a variety of programs such as Arbortext to update technical illustrations, systems signal flow diagrams, principles of operation, readiness tests, fault analysis, Illustrated Parts Breakdown (IPB), wiring diagrams, schematic diagrams, as well as maintenance procedures etc. -Monitor and adjust manuals and work packages as necessary as they go through production process while utilizing the best techniques for data conversion processes, quality requirements, in order to improve our budget and delivery goals. Participate in VAL/VER as well as In Process Reviews (IPR) and in constant communication with customers as well as program's engineers, technicians, logisticians, to develop and maintain requirements for technical data as well input on updates. -Perform quality assurance on all technical manuals to ensure the content accuracy as well as the specific format specifications (MIL-STD-3001, S1000D, etc.) are being followed and meeting our ISO standard. -I was also chosen as the only technical writer to have assisted with developing of project data budgets, schedules, management of resources, rewording of Statement Of Work (SOW), and preparing/ revising Contract Data Requirement List (CDRL). HR: -Handle and manage managerial and personnel files and records, Follow up with Job applicants, put new employees in the system, remove employees that have been dismissed, transact labor, travel expense reports, perform time clock adjustments and submit to management. -Maintaining and controlling of personnel and project record keeping. Trained in Personally Identifiable Information (PII), as used in US privacy law and information security. -Maintain files on Costpoint at CDI. These files contain personnel files, financial data, privacy act information, instructions, reports and CDI HR policies. QA Manager/ Admin: -I was also responsible for participating in our ISO audits as well as conducting our internal audit. -Responsible for transcribing meeting minutes for meetings in accordance with our ISO plan. Conducting reviews, creating and maintaining work instructions, delivering mail, gathering customer surveys, signing in guests and working with FRCSE customers. -Help prepare presentations for the company and help maintain and organize and secure documents, maintain training log, delivery log and budget log. Perform record keeping, updating the quality manual, procedures and policies. -Create and maintain Corrective Action Reports (CARS) and Positive Actions Reports (PARS), training records, Quality Assurance (QA) reports, Preventative and Corrective Actions were completed as necessary to improve workflow, and reduce errors. -Work with controlled documents and confidential paperwork on a daily basis. -Trained in cyber awareness, safety awareness, security training, classified briefing and encrypting data etc. Assisted with Purchase Orders and other administrative duties. Preservation, Packaging, Packing & Marking (PPP&M): Identify all special provisions, containers, and supplies necessary to support the PPP&M requirements for the end item system. This includes identification of requirements for the preservation, storage handling and transportation of the end item and support equipment including system, spares, and repair parts (i.e. Mil-B-121 Used the Military Standard for packaging and Easy form MSL for MIL-STD-129P.)

Hostess 01/2012 to 04/2012 Camp Recovery Butte , MT Responsibilities include: Greeting and seating customers, calculating wait time, multiple questions in a highly stressful position, rotation of tables, time management, to go orders, organization, handling money via Point of Sale System, customer service and satisfaction, answering phones and taking orders.

Teacher 03/2005 to 04/2011 First Assembly Of God City , STATE Responsibilities include: Administrative Receptionist Utilize various Microsoft programs for lesson plan development, scheduling of extracurricular activities and drafting monthly newsletters. Handle accounts receivable, converse with parents and other employees via e-mail, and create child development plans. Teacher Order, retrieve and maintain class room

supplies, implement changes and updates to student files, multi-task between various age groups, meet and greet parents to discuss their children's development, customer service, organize and supervise daily class activities such as crafts, snack/lunch time and outdoor activities, etc.

Education

Diploma South Fort Myers High School Class of 2010 Diploma

Presentations

Help prepare presentations for the company and help maintain and organize and secure documents, maintain training log, delivery log and budget log

Skills

Customer Service, Receptionist, Retail Sales, Class, Comprehensive Large Array Data Stewardship System, Accounts Receivable, Credit, Drafting, Greet, Scheduling, Adjustments, Apqp, Arbortext, Audit, Audits, Basis, Budget, Budgets, Consumer Surveys, Corrective Action, Costpoint, Customer Surveys, Data Conversion, Deltek, Diesel, Ecp, Engines, F-18, Fault Analysis, Hr, Illustrated Parts Breakdown, Information Security, Internal Audit, Iso, Logistics, Maintenance, Managerial, Mil-std, Msl, P3, Packaging, Packing, Purchase Orders, Qa, Quality Assurance, Schematic, Security, Short-term Disability, Sow, Statement Of Work, Std, Technical Publications, Technical Writer, Training, Transcribing, Travel Expense, Weapon, Wiring, Wiring Diagrams, Workflow, Acrobat, Detail Oriented, Html, Illustration, Illustrator, Microsoft Office, Ms Office, Paint Shop, Photoshop, Sgml, Xml, Answering, Answering Phones, Greeting, Of Sale, Point Of Sale, Satisfaction, Seating, Time Management