

EDUCATION

Syracuse University, School of Information Studies
M.S. Applied Data Science
Honors: Dean's List – GPA 3.53

Syracuse, NY
May 2024

Waldorf University
B.A. Emergency Management
Honors: Magna Cum Laude – GPA 3.84
A.A. Emergency Management

Forest City, IA
March 2022

Community College of the Air Force
A.A.S. Maintenance Production Management

Montgomery, AL
December 2021

PROFESSIONAL EXPERIENCE

DEPARTMENT OF VETERAN AFFAIRS, VA LOMA LINDA HEALTHCARE SYSTEM

Data Processing Applications Coordinator (ADPAC), Chief of Staff Office (40 hours per week)
GS-318-08 - \$63,132/year

Loma Linda, CA
April 2023 – Present

Functioning as the Executive Assistant for the Chief of Staff, regarding administrative matters within and outside the service. In addition, provides auxiliary support to Deputy Chief of Staff and Associate Director of Patient Care Services.

- Serves as a member/representative of the VA Loma Linda Chief of Staff Office.
- Reviews documents appropriately by tracking routing packages and returning them to respective areas.
- Operates closely with the Administrative Specialist and Supervisory Health Systems Specialist
- Serves as the liaison for several high-level committees, such as Medical Executive Council and established meeting minutes that are reviewed and approved by the Medical Center Director.
- Manages computer systems appropriately and assists service leadership with any office automation issues.
- Tracks suspenses/action items assigned within the Chief of Staff Office and service lines that fall under. Reports on dues to Health System Specialist and administration team in a timely manner.
- Processes performance management program deliverables for Chief of Staff and Associate Director of Patient Care Services (appraisals, performance pays, awards and recognition, etc.).
- Provides a wide range of support and clerical duties expertise for Service Chiefs and Executive Leadership members. Effectively works with all areas of the facility and presents a professional image of the Chief of Staff.
- Serves as the first line of communication for the Chief of Staff Office and collaborates with the services and Patient Advocate Office regularly to resolve patient/veteran concerns, and draft congressional responses.
- Maintains the business calendars of the Chief of Staff and Deputy Chief of Staff both electronically and physical agendas for congressional or Veterans Integrated Service Network (VISN) site visits.
- Routinely meets with Chief of Staff and Deputy Chief of Staff to discuss any calendar conflicts ahead of time.
- Serves as the Chief of Staff Lead for Office budget management. Maintains a purchase card for time sensitive products and other items. Reconciles transactions on time per regulations set by the program.
- Serves as the primary timekeeper for Chief of Staff Service Chiefs and other critical Chief of Staff timecards that need to be managed. Serves as the back-up for any Executive Leadership members to ensure timekeeping is processed for all critical leadership positions.
- Serves as the primary travel arranger for Chief of Staff and Deputy Chief of Staff. Collaborates with travel department and ensures proper authorizations/vouchers are submitted/approved in accordance with VA directives.
- Inputs all work-related requests into VistA platform, an open-source, fully integrated, scalable information system.
- Coordinates training/conference events requested by Clinical Service Chiefs that fall under the Chief of Staff.
- Engineers data dashboards displaying clinical tracking for Chief of Staff visibility.
- Conducts curriculum vitae review of top physician candidates and interviews in pursuit of Service Chief positions.

KLEINFELDER, INC.

Environmental Projects Intern, DoD SkillBridge Program (40 hours per week)
Intern – (Under DoD Contract)

Los Angeles, CA

October 2022 – March 2023

As a result of the Department of Defense SkillBridge program, a 6-month internship had been offered to expand skills in environmental compliance, laboratory construction materials testing, agile project management, and data analytics.

- Managed portfolios of multi-disciplined compliance projects from initial client engagement and proposing to execution of projects.
- Provided high standard of data quality assurance/quality control through review of project deliverables, to include technical environmental component data.
- Performed and supported environmental field work/analysis to include soil boring logging, sampling, and testing.
- Conducted site inspections as part of Phase I Environmental Site Assessments (ESAs) and compliance audits.
- Prepared proposals, cost estimates, plans, and technical specifications, for day-to-day stakeholder correspondence.
- Reviewed and interpreted environmental data and analytical laboratory results.
- Prepared technical reports, field reports, and internal/external correspondence of soil boring and water testing.
- Oversaw subcontractors performing drilling, laboratory analytical services, maintenance, and excavation activities.
- Tested soil, aggregate, rock, bituminous materials, concrete, masonry, and steel, independently or in support of geotechnical, construction observation, and materials engineering services for Southern California clientele.

U.S. AIR FORCE, REQUIREMENTS & OPTIMIZATIONS

Environmental Contracting Officer (COR) (40+ hours per week)
Contract, E-5 - \$64,800/year

Okinawa, Japan

November 2020 – October 2022

Functioned as the Primary Contracting Officer for toxic environmental services within the Civil Engineering Requirements & Optimizations office.

- Administered multi-craft function data; quality assured over 20,000 requirements and sustainment, restoration, and modernization projects worth \$1.3 billion dollars/23 million square footage operations and maintenance infrastructure on 11 joint installations.
- Directed toxics program; schedules work for 1,200 facilities/sites, coordinated 4 testing centers to alleviate 700+ projects to support \$17.5 billion dollars of wing assets.
- Engineered user interface system; tracked sustainment management system weekly reports and chronicled Air Force Installation Management Support Center incentives accounting for 120,000 infrastructure components.
- Controlled 7 civil engineering crafts in the Air Force's largest R&O section, comprised of 42 engineers, \$22.5 million preventive maintenance plan and made vital decisions for projects through a work request review board.
- Executed over 7,300 small scale, short duration asbestos/lead testing, optimized a 15-year preventive maintenance program, and reduced its backlog by 20%, resulting in saving \$2.1 billion dollars for our work priority program.
- Accelerated the installation hazmat process by syncing Environmental Protection Agency standards within in-house operations that safeboxed 1,600 engineers and advanced projects worth \$7.1 million dollars.
- Facilitated 19 after-hour emergency repairs by mitigating 24 urgent calls, coordinating 144 labor hours backing 9 installations, to include utility outages with a resolution response time of less than 24 hours.
- Tackled installation access issue for subcontractors; expedited un-escorted passes for 3 mission-essential vendors, saving 4 major environmental projects worth \$85,000.
- Rapid Airfield Damage Repair Logistics Chief; led group command and control operations consisting of 17 teams within the installation, tracked \$150,000 worth of repairs for the 1st ever fiber reinforced polymer operation.

U.S. AIR FORCE, CIVIL ENGINEERING

Operations Manager (40+ hours per week)

Contract, E-5 - \$64,800/year

Okinawa, Japan

February 2019 – November 2020

Functioned as the Operations Manager, monitoring structural, electrical, utility, and pavement planning support actions for over 50 multi-craft projects and 20,000 annual work requirements.

- Validated direct scheduled work and in-house repairs for 27.4 million square feet of airfields, 200-mile roads, and 5.2-acre missile storage areas, across 11 joint bases island-wide.
- Managed workforce system data; coordinating and scheduling 50,000 labor hours annually and \$10 million dollars of materials and assets.
- Oversaw \$78 million dollar IT system (TRIRIGA) that managed over 800 civil engineering work tasks annually, consisting of 7 crafts, 400 personnel, postured towards 180 projects for infrastructure/site upgrades.
- Reduced 10,000 work requirements backlog; developed tracking report and coordinated with over 600 sub-facility managers to omit 1,200 duplicate tasks and reduced input errors by 30%.
- Helmed 9 standby emergency calls regarding corrective maintenance that included a team of 13 engineers, 200 man-hours, and drafted 13 notices that restored services for 361 facilities and 3 installations.
- Established Continual Process Improvement (system re-design CPI) meetings, revamped process for work review board procedures and work task lifecycles which regulated 3 programs and cut approval time by 15%.
- Drove installation typhoon recovery team; tracked 155 damaged assets to include operational facilities, aircraft hangars, culverts, vertical structures, transformer houses, etc.
- Managed installation facility management program. Instructed 6 official facility management certification courses for over 100 personnel, translated 18 Higher Air Force playbook changes, and certified for 22 Department of Defense and Japan Air Self-Defense Forces units.
- Authored 7 usable reports for engineering project tracking: organizational trends and reimbursable units' data.
- Systematized sustainment management system incentive for the Air Force Civil Engineer Center. Dispatched facility condition teams; scheduled over 1,000 site visits to oversee 8.6 million square feet and secured \$1.2 million dollars in Air Force Installation Management Support Center funds.
- Led IT production control project; coordinated with Booz Allen Hamilton data scientists for robotic process automation implementation, trained 12 members on the product that resulted in 30% improved data response time.

U.S. AIR FORCE, FACILITY MANAGEMENT

Facilities Management Program Lead (40+ hours per week)

Contract, E-3 - \$28,800/year

Holloman Air Force Base, New Mexico

September 2017 - February 2019

Functioned as the Facilities Management Program Lead, overseeing over 9,000 work tasks/facility projects per year driving construction support for over 1,300 facilities.

- Programmed 52 construction projects worth \$12 million dollars supporting 10 work request review boards, securing \$34 million dollars in operations and maintenance funds.
- Analyzed organizational material planning; created complex reports regarding budget management per section that enhanced a \$4.6 million dollar flight execution plan.
- Orchestrated \$593,000 multi-craft renovation that housed 108 aircraft for a \$213 million flying hour program.
- Steered 8 prime vendor projects; scheduled 32 hazmat tests/samples enabling \$208,000 real estate repairs.
- Advanced installation facility manager program; conducted 6 FM townhalls, trained 52 facility managers for 11 agencies, and increased trained facility manager capacity by 25% supporting 4,800 O&M facilities.
- Supported \$1.6 million dollars' worth of HVAC installs; coordinated 4 contractors/36 asbestos-contained material and lead-based paint tests that assisted in upgrading \$98 million dollar assets.
- Drove 4,200 facility management service requests/2,900+ work tasks/26,000+ man-hours/15 cost centers and guided \$17 million dollars in repairs for the U.S. Air Force's largest combat Wing.
- Received, inspected, stored, issued, and returned facility management bench stock, holding and special level type items valued over \$3.1 million dollars.

- Filled Chief of Materiel Control position for 3 months, managing 8 personnel, processing 12,000+ items/\$358,000 for repairs towards 1,300 facilities.
- Revamped 8 warehouses, inventoried 81,000 items/cut redundant stock and dispositioned approximately \$15,000 worth of items that were processed through the Defense Reutilization Marketing Office (DRMO).
- Optimized inventory levels; updated 2,500 reorder points in support of 9,000 annual work tasks that improved the civil engineering unit response rate by approximately 15%.
- Led 16 facility management organizational staff meetings that expressed installation needs with fiscal year budget reports.
- Prepared 4,200+ purchase abstracts/requests and contributed to the 49th Mission Support Group Large Squadron of the Year award.
- Monitored a \$2.3 million dollar supply budget; aided 3 government purchase card holders, 245 purchase orders, procuring approximately 10,300 line items.

SKILLS & CERTIFICATIONS

Coding Languages:	Python V3, R, SQL, Scripting
Frameworks:	Pandas, NumPy, Matplotlib, PyTorch, Keras, Scikit-Learn, SciPy, BeautifulSoup, Seaborn, ggPlot2, Dplyr, Shiny, Plotly, Caret, Tidyverse, RandomForest, RColorBrewer, Lattice, E1071
Developmental Tools:	Docker, Git, Jupyter, Spyder, Anaconda, Google CoLab, Adobe Illustrator, Pyramid Analytics
Databases:	Microsoft SQL Server, MongoDB, PostgreSQL, SQLite, MySQL, CPRS
Software Licenses	Tableau Desktop, NexGenIT TRIRIGA, SMS Builder/BRED, UiPath
Microsoft:	Advanced use of Power BI, Excel, Access, Word, Project, SharePoint, PowerPoint, & Teams
Misc.:	Active Department of Defense Secret Clearance, Government Forklift /12K Telehandler License, 90 WPM typing
Certifications:	Google Certified Data Analytics Certified Associate in Project Management (CAPM) - PMI Recognized TSCA II GST Company Lead Inspector Certification TSCA II GST Company Lead Contractor/Supervisor Certification TSCA II GST Company Asbestos Inspector Certification TSCA II GST Company Asbestos Contractor/Supervisor Certification OSHA HAZWOPER 40-Hour Certification FEMA ICS-100, 200, 700, 800 WMGT 301 Introduction to Asset Management WMGT 322 Introduction to Project Management WMGT 331 SMS Builder Level III