

## EDUCATION:

University of Texas, San Antonio, Texas Masters Intended Major, Nutrition and Dietetic	GPA: 3.00	Current Student
American Public University, Charles Town, Virginia Bachelor Science, Public Health	GPA: 3.45	Graduated 2011
Community College of the Air Force, Montgomery, Alabama Associate of Applied Science, Instructor of Technology and Military Science		Graduated 2008
Community College of the Air Force, Montgomery, Alabama Associate of Applied Science, Public Health		Graduated 2007

**Relevant Coursework:** Sports Nutritional Science, Chemistry 1 & 2, National Academy of Sports Medicine (NASM) Personal Training (2023), National Academy of Sports Medicine (NASM), Nutrition Coach (2023), American Red Cross CPR/AED Certified (2023), Statistics, Exercise Physiology, Training and Conditioning, Health Economics & Finance, Sports Psychology, Wellness; Health Promotion and Disease

## TECHNICAL SKILLS:

- Management
- Public Speaking
- Health Risk Management
- Formal Instruction
- Community Health
- SharePoint
- Zoom
- Organization / Communication
- Microsoft Office Suite

## EXPERIENCE:

### **Executive Manager, 1st Special Operations Wing, Operational Medical Readiness Squadron, Fort Walton Beach, Florida (October 2017 - March 2020) 40 hours/week**

Managed five organizations, consisting of 175 military, civilians, and contractors. Served as the Principal Advisor to the Commander on all matters concerning leadership, effective utilization, training, career progression, and organizational performance of all assigned personnel; presents recommendations to drive performance.

- Managed and maintained a \$200K budget, a \$746K manpower program, and over \$200K in equipment; secured assets to prevent losses, allocated resources, and controlled / contained costs.
- Optimized patient care for 17K beneficiaries by integrating the efforts of Health & Wellness Center, Public Health, Bioenvironmental Engineering, and Flight Medicine
- Analyzed, interpreted, and implemented policies and procedures to execute strategic plans and crisis action plans; developed, updated, and introduced effective wing / unit disaster and contingency plans.
- Developed functional checklists and annexes and served as the Subject Matter Expert on inspections.
- Provided oversight to the Health & Wellness Center, Public Health, Bioenvironmental Engineering, and Flight Medicine.

### **Director, Public Health Department, 374th Aerospace Medicine Squadron, Yokota Air Base, Japan (October 2014 - September 2017) 40 hours/week**

Directed the public health operations throughout various fields, including force health management, occupational health, community health and medical entomology; ensured safe and healthy working conditions and prevented incidents. Oversaw all readiness activities and creates action plans to resolve issues.

- Managed public health programs and ensured seamless execution of regulatory requirements; led new audits to ensure all control measures were effectively implemented and to maintain proper coverage.
- Designed, developed, and delivered in-service training and maintained on-the-job training records for all shop personnel; monitored the workplace operations and identified new areas of opportunity.
- Gathered and addressed health issues such as industrial hygiene data on noise, ergonomics, and thermal stress to assess the degree of hazard and ensure regulatory compliance.
- Conducted inventory audits and provided strategic and technical guidance on the selection of items.
- Unit Fitness Program Manager conducted comprehensive physical fitness testing to include cardio-respiratory, body compositional analysis, muscular fitness, flexibility assessment.
- Oversaw guided and trained fifteen physical training leaders on physical fitness testing.
- Educated personnel on healthy nutrition, general wellness education, stress management, and tobacco education.

- Warrior Run Fitness Coach led 120 courses and increased the Air Force Physical Training Assessment score average by 14% for 252 personnel annually.
- Provided health education and health and wellness marketing at annual health fairs events, educating 300+ individuals.

**Supervisor, Medical Standards, 51st Aerospace Medicine Squadron, Osan Air Base, Korea, (October 2013 - October 2014) 40 hours/week**

Validates and process Air Force Form 469, Duty Limiting Condition reports for 5.4K active-duty personnel. Monitors database on non-deployable personnel for monthly Deployment Availability Working Group. Applied medical standards on retraining, special duties, separation, discharges, and PCS clearances.

- Reviewed retraining and special duty application; identified disqualified Airmen, linked 92% applicates to critical AFSCs.
- Oversaw profile programs and analyzed Duty Limiting Condition restrictions, notified the commanders within twenty-four hours.
- Trained Osan Medical Standards Clinic on initial flying class physical process; linked five programs from different flights reduce communication gaps.
- Reviewed duty limiting conditions and monitored mobility status to ensure 5.5K active-duty members.

**Manager, 87th Aerospace Medicine Squadron, Joint Base McGuire – Dix - Lakehurst, New Jersey (November 2010 - October 2013) 40 hours/week**

Managed five organizations, consisting of ninety-four military, civilians, and contractors. Served as the Principal Advisor to the Commander on all matters concerning leadership, effective utilization, training, career progression, and organizational performance of all assigned personnel; presents recommendations to drive performance.

- Managed and maintained a \$40K budget, a \$250K manpower program, and over \$150K in equipment; secured assets to prevent losses, allocated resources, and controlled / contained costs.
- Analyzed, interpreted, and implemented policies and procedures to execute strategic plans and crisis action plans; developed, updated, and introduced effective wing / unit disaster and contingency plans.
- Developed functional checklists and annexes and served as the Subject Matter Expert on inspections.
- Conducted comprehensive physical fitness testing to include cardio-respiratory, body compositional analysis, muscular fitness, flexibility assessment.
- Coordinated five hundred volunteers for “Beast of the East 5K Mud Run” to raise 112K for U.S. Service members.
- Led marketing efforts for “Beast of the East 5K Mud Run.”
- Led 156 group workout sessions increasing the Air Force physical assessments to 97%
- Performed physical fitness assessments to include cardio-respiratory, body compositional analysis, muscular fitness, flexibility assessment for 457 personnel.
- Provided health education and health and wellness marketing at annual health fairs events.

**Technical Training Instructor, Public Health, United States School of Aerospace Medicine, Brooks City – Base, Texas (September 2006 -October 2010) 40 hours/week**

Managed food safety and sanitation, occupational health, deployment medicine curriculum for 250 Public Health military and civilian students annually. Developed lesson plans, handouts, and tests to reinforce comprehension of critical objectives. Air Force Subject matter expert on food safety and facility sanitation subjects. Integrates Air Force SG initiatives by consulting with 80 Active duty, Air National Guard, and Air Force Reserve command bases on Occupational Health and medical standards program issues.

- Collaborates with organizations to compile, analyze, schedule, and brief the Air Force Surgeon General, Assistant Secretary of the Air Force for Manpower and Reserve Affairs, and Environment, and select Air Force commands on worker's compensation performance.
- Advises business development approaches to enhance the Air Force's Public Health program; validates policy alignment with DOD, and OSHA requirements; frames the operational environment, defines initial scope and potential follow-on efforts, and develops problem and mission statements with milestones; prepares decision brief to clarify Public Health roles and responsibilities, regulatory compliance, and technical guidance.
- Supports the development of policies and guidelines required to support activities within the public health program portfolio, especially as it relates to accidents, illness, and morbidity statistics.
- Supports recommendations by producing standard operating procedures, tables, charts, and results sections for reports.

**Supervisor, Community Health, 62d Medical Operations Squadrons, McCord Air Force Base, Washington (October 2003 - September 2006) 40 hours/week**

Managed community health programs; food safety sanitation, public facility inspections, and communicable disease prevention programs. Works community health programs serving a beneficiary population of 13, 0000 and medically supports airlift missions. Implements communicable disease prevention and control programs for all active duty, dependents, and retired personnel. Advises pro-staff leaders on preventive measures, control methods, and review treatment and follow up care on affected patients.

- Deployed in Support of Operations ENDURING and IRAQI FREEDOM responsible for eight Army camps within a 50-mile radius.
- Implemented food safety and sanitation for deployed dining facility serving over 22,500 troops daily.

- Inspected \$ 100M + of food, water and ice ensuring wholesomeness ensuring deployed troops were health.
- Inspected camp sanitation, identified, and implemented corrective measures protecting the health of 12K deployed troops.
- Continually research all areas of public health; ensure all office guidelines match state and federal requirements.
- Plans and monitor the mosquito surveillance program educating population on the facts of West Nile Virus.
- Performed physical fitness assessments to include cardio-respiratory, body compositional analysis, muscular fitness, flexibility assessment for 345 personnel.
- Provided health education and health and wellness marketing at annual health fairs events.
- Led group workout sessions for personnel who received an unsatisfactory physical fitness assessment, all personnel passed assessment.

**Public Health Technician, 437th Aeromedical -Dental Squadron, Charleston Air Force Base (July 2000 – October 2003) 40 hours/week**

Provided patient care for all epidemiology programs for 25,000 beneficiaries. Interviewed, educated, and monitored treatment and follow-up care of patients with communicable diseases. Conducts medical processing and in processing. Performs inspections of food and public facilities. Manning Assist as Manager of the Health and Wellness Center.

- Key participant in the Health & Wellness Center being awarded \$12,000 prevention grant.
- Administered Health and Wellness Services for 25,000 beneficiaries.
- Provided nutritional and exercise guidance, body fat analysis, healthy eating tips, and ran the tobacco education program.
- Plan, organized and directed activities of the Health and Wellness Center
- Conducted outreach, marketing programs provided education and promotion at quarterly health fair events.
- Organized two thousand literature kits for deployed personnel arming troops with healthy lifestyle information.
- Deployed in Support of Operation ENDURING FREEDOM, implementing food safety and sanitation serving over 2,000 US and Coalition forces.
- Inspected camp sanitation, identified, and implemented corrective measures.
- Translated sanitation procedures in five different languages.

**LEADERSHIP**

- Authored, briefed, and exercised, the Hulbert Field's 1<sup>st</sup> Special Operations Wing's Disease Containment Plan.
- Command Chief Executive Assistant for Joint Base McGuire-Dix-Lakehurst created an installation wide fair share system to ensure transparency across the base.
- Wing protocol training assisted in coordinating the Battle of Midway, Parade of Wreaths, and the Air Force Ball.
- Coordinated multi-day visits for the sixteenth CMSAF.
- Taught food safety and sanitation training for NASA personnel.
- Awarded Air Force Meritorious Service, Commendation, Achievement medals for outstanding service and leadership.