



- Advised management guidance on applicable regulations, policies, operating instructions, and chapel support functions; developed, revised, and implemented Operating Instructions.

1993 – 1996

355th Wing

Davis-Monthan Air Force Base, AZ

#### **Financial Manager**

- Developed and monitored budgets for appropriated, non-appropriated and Moral Welfare Funds totaling over \$150,000; managed financial reports and statistics, appropriated fund contracts and orders.
- Maintained Statistical and Facility Utilization Reports, fund property records and continuity files, developed and reviewed the Chapel Continuity/Policy precedence file.
- Instructed lay volunteers on proper procedures for use of funds.

1991 – 1993

7217th Air Base Group

Ankara Air Station, Turkey

#### **Base Chapel Program Manager**

- Formulated administrative and logistical support of the entire worship service programs and activities; supervised, evaluated, advised, coordinated, and trained the total staff; Established policies and procedures; coordinated work loads and methods.
- Designed, scheduled and oversaw yearly non-appropriated/appropriated budgets.
- Provided protocol and managed special projects and programs for visiting ecclesiastical representatives.
- Served as Cost Center Manager, Records Custodian, Functional Area Records Manager, Safety Monitor, Bookkeeper, Support Agreement Monitor, Telephone Control Officer, Equipment Custodian and Self-Inspection Monitor.

1988 - 1991

3380th Air Base Group

Keesler Air Force Base, MS

#### **Manager, Administration and Special Programs**

- Focal point for the administration of the Center Chapel function; Coordinated daily operations and handled entire task load, such as correspondence, committee minutes, shipping, file management and database administration; maintained computer equipment and trained staff on software.
- Coordinated all aspects of special activities that are base/area wide in scope with responsible base organizations; maintained project folders on each activity to include after action report; assured supplies/equipment and manpower were available for support during special events as required; provided superb continual training to numerous personnel and lay volunteers.

#### **Education**

2002 - Associate of Arts Degree, Business Management, Okaloosa-Walton Community College, Florida

1999 – Associate of Arts Degree, Aircraft Maintenance Technology, Community College of the Air Force

1997 - Associate of Arts Degree, Information Resource Management, Community College of the Air Force

2001 – USAF Senior Management Academy – Distinguished Graduate

1997 – USAF Management Academy – Distinguished Graduate

1986 – Leadership Training – Distinguished Graduate

1983 – Leadership Orientation Course

#### **Honors and Awards**

Senior Administrator of the Year Award; Senior Administrator of the Quarter Award; Junior Administrator of the Year Award; Junior Administrator of the Quarter Award; Distinguished Graduate Award; 2 Meritorious Service Medals; 3 Air Force Commendation Medals; Joint Service Achievement Medal; 3 Air Force Achievement Medals; 9 AF Good Conduct Medals; 2 National Defense Service Medals; 2 Armed Forces Expeditionary Medals; 5 Southwest Asia Service Medals; Humanitarian Service Medal; Global War on Terrorism Medal; Kuwait Liberation Medal Kingdom of Saudi Arabia; Kuwait Liberation Medal Government of Kuwait.

#### **Professional Organizations**

Air Force Sergeant's Association – Lifetime Trustee

Business Professionals of America – Lifetime Member

Veteran's of Foreign Wars – Lifetime Member

Chamber of Commerce - Member