

MRS. THERESA R. EVANS

100 Garden Drive

Valdosta, GA 31602

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Objective: *I am an extremely goal oriented person who catches on quick and commits teachings to memory. I am currently in college for my Bachelor of Science Degree in Business with emphasis in Marketing and feel that with my quick learning abilities and 20 years of military and Department of Defense civil service under my belt, I can be an asset to your organization.*

Effective Communicator | Decisive | Delegating Talents | Ability to Listen | Organized
Naturally Persuasive | Desire and Ability to Solve Problems | Self-Starter and Finisher

Education:

National American University, Ellsworth AFB, SD

Currently working on Bachelor of Science in Business with emphasis in Marketing,
2017-present. GPA 3.6, graduating June 2019

COMMUNITY COLLEGE OF THE AIR FORCE Ellsworth AFB, SD

Associate's Degree 11/2017

Major: AIRCRAFT ARMAMENT SYSTEMS TECHNOLOGY

Aircraft Armament Apprentice Course, 16 weeks Sheppard AFB, TX Technical School
06/1996

Fairfield High School Fairfield, CA

High School diploma 06/1995

Work Experience:

Colorado Air National Guard

140th Wing

18861 E. Breckenridge Ave

Bldg. 801 Suite N-260

Buckley AFB, CO 80011 United States

10/2015 –Present

Aircraft Armament Systems Journeyman- (E-6) Traditional Guardsman

Duties, Accomplishments and Related Skills:

As a traditional guardsman- Maintains Secret Security Clearance, 1996-present. Plans organizes and directs F-16 aircraft armament systems maintenance activities. Establishes and evaluates

performance and training standards, maintenance controls and procedures. Loads and unloads munitions on aircraft, as well as checks methods and techniques used to load and unload munitions on aircraft, and to repair and maintain aircraft release and gun systems and modify associated equipment. Evaluates operational efficiency of aircraft guns and munitions systems and recommends modification. Manages, controls, maintains and installs aircraft bomb, rocket, and missile release, launch, suspension and monitor systems; gun and gun mounts; and related munitions handling, loading, and test equipment.

Ensures compliance with policies, directives and procedures. Analyzes productivity and work quality. Reports discrepancies and recommended corrective action. Handles confidential personal information with discretion. Trains and mentors several young airmen and writes Enlisted Performance Reports. Plans, organizes and directs F-16 aircraft armament systems maintenance activities. Experience in expediting duties to crews and technicians and updating configuration sheets, 2434, and 2430 forms, with use of hand-held and base radios. Frequent usage of PEX, WLCMP and IMDS systems. Establishes and evaluates performance and training standards, maintenance controls and procedures. Responsible for safeguarding classified materials. Performs proper documentation with such forms and cards as 244/245 card, 350 tags, and 781 Aircraft Forms.

Supervisor: TSgt Kaisha Gurtner (7208479537)

NAF Accounting

28FSS/FSR

1000 Ellsworth St., Ste. 2000

Ellsworth AFB, SD 57706

01/2017- 02/2018

Hours per week: 40

Salary: \$11.00 USD per hour

Central Cashier

Duties and Related Skills:

Central Cashier for all Base MWR activities, Base Lodging and Dining Facility. Maintained customer service decorum at all times. Reconciled daily cash, check and credit card transactions and deposits. Used computer programs daily such as SAIS (Services Agency information System), OTCnet (Department of the Treasury) and Microsoft Office. Maintained hard copy records for daily, weekly and monthly accountability. Created a spreadsheet and oversaw the updates of all combination locks on all activity safes. Performs double-entry accrual accounting work to maintain a combination of journals and ledgers. Examines, verifies, and analyzes a variety of documents to determine their mathematical correctness, validity, and clerical accuracy. Documents may include purchase orders, collection vouchers, vouchers, payrolls, property records, budget submissions, consolidated activity reports, party sheets, etc., which are complicated by discounts, partial payments, etc. Payroll duties include a full variety of

commonly occurring and nonrecurring standard types of pay actions. Budget duties include data collection and entry of budgets. Codes and posts documentation and maintains associated backup in subsidiary accounts for identification and to balance the General Ledger. Acts as liaison with customers to resolve any discrepancies associated with documentation received. Prepares reports monthly, quarterly, and annually, reflecting the financial condition of activities. Performs other related duties as assigned, to include central cashier, petty cash, club membership administration, and delivery of daily deposits. Edit and/or proofread correspondence or other documents for spelling, typographical, or grammatical errors. Review outgoing correspondence or material for proper format and procedures. Review outgoing mail for procedural and grammatical accuracy, format, correctness, and completeness. Use, manipulate, and create various types of Microsoft Office documents. Execute office automation functions such as storing and retrieving electronic documents or files, entering and using electronic mail and information systems. Plan and perform complex office automation duties requiring different approaches and methods from one assignment and/or program to another. Consolidate reports submitted by subordinates and review outgoing correspondence prepared by others for procedural and grammatical accuracy, conformance with general policy, and factual correctness. Maintain manuals, logbooks and in-house documentation, ensuring they are current and complete. Use spreadsheet and data base software to create reports and databases, and operate word processing software applications to type, letters, memorandums, reports and correspondence. Gather and summarize information from files and prepare material/documents for supervisor's use in responding to inquiries, recognizing which information is, or is not, relevant to issue at hand. Provide arrangements for travel to include making hotel and transportation arrangements and submitting travel vouchers and reports. Provide administrative and readily operational information to callers and visitors upon determination of their needs and their right to requested information. Receive telephone calls and greet visitors, including ascertaining the nature of the calls or visits Assist administrative and clerical personnel in interpreting instructions and establishing actions required

Supervisor: Mrs. Deb Simpson (6053854313)

DEPARTMENT OF DEFENSE

1650 Lyons Drive

Fort Worth, TX 76127 United States

02/2005 - 10/2015

Salary: \$28.87 USD per Hour

Hours per week: 40 (WG-11)

AIRCRAFT ORDINANCE SYSTEMS TECHNICIAN/ SUPERVISOR

Duties, Accomplishments and Related Skills:

Plans organizes and directs F-16 aircraft armament systems maintenance activities. Establishes and evaluates performance and training standards, maintenance controls and procedures. Checks methods and techniques used to load and unload munitions on aircraft, to repair and maintain

aircraft release and gun systems and modify associated equipment. Ensures compliance with policies, directives and procedures. Analyzes productivity and work quality. Evaluates operational efficiency of aircraft guns and munitions systems and recommends modification. Manages, controls, maintains and installs aircraft bomb, rocket, and missile release, launch, suspension and monitor systems; gun and gun mounts; and related munitions handling, loading, and test equipment. Checks methods and techniques used to load and unload munitions on aircraft, to repair and maintain aircraft release and gun systems and modify associated equipment. Ensures compliance with policies, directives and procedures. Was the Weapons shop Technical Order Distribution Liaison from 2005-2015, maintaining the technical order library and posting updates. Analyzes productivity and work quality. Manages office supplies and ordering; squadron Government Purchase Card holder. Reports discrepancies and recommended corrective action. Ensures compliance with personnel policies, directives and procedures. Handles confidential personal information with discretion. Orders certificates and plaques for up and coming retirements, and promotions. Handle on-the-job training for incoming new employees. Section training monitor and scheduler, maintain training records in Integrated Maintenance Data Systems and ADLS, making sure all individuals in section are ready to deploy. Trains and mentors several young airmen, and writes Enlisted performance reports. Plans, organizes and directs F-16 aircraft armament systems maintenance activities. Experience in expediting duties to crews and technicians and updating configuration sheets, 2434, and 2430 forms, with use of hand-held and base radios. Establishes and evaluates performance and training standards, maintenance controls and procedures. Has performed as Squadron Lead Crew (SLC) 2 and 3 man from 2006 to present. Responsible for safeguarding classified materials. Frequently uses PEX, WLCMP and IMDS information systems. Performs proper documentation with such forms and cards as 244/245 card, 350 tags, and 781 Aircraft Forms. Tracks office functions to screen telephone calls and visitors, maintain supervisor's calendar, prepare and review correspondence and perform administrative work of the organization. Organize various office automation software programs, tools, and techniques to support office operations and produce a variety of documents such as letters, reports, spreadsheets, databases, and graphs. Tracks personal leave, sick leave, and hospitalizations. Ensured accuracy of Personnel Data System (PDS), acted as central information and referral point for the Military Personnel Flight (MPF) on all personnel programs. Publicizes the Customer Service unit concept at base level and assists the element chief to ensure new personnel programs and available MPF services receive appropriate attention. Provide advice and guidance on administrative issues to the MPF. Responsible for the overall management and/or accomplishment of all general administrative and personnel orderly room functions and actions required for the support of the organization and its personnel. This includes day-to-day issues involving civilian and military personnel matters. As required, trains, orients, directs, and oversees the duties and work products of reservists and others assigned to assist. Serves as the unit's focal point for all administrative, personnel and finance matters. This includes providing assistance, guidance, and working to resolve and finalize pertinent actions and issues. Reviews, prepares, and/or distributes incoming and outgoing correspondence.

Handpicked to work in the creation of the MPOY (Maintenance Professional of the Year) award ceremony and banquets in the 301st Fighter Wing. Negotiated all catering prices with local vendors and managed awards. Ensured each event had a primary Key-note Speaker.

Coordinated several CMSGT retirements, negotiated venue, catering and entertainment values.

Supervisor: SMSgt Eugene Gaspar (8177823368)

USAF Reserves

301st Fighter Wing

1650 Lyons Drive

Fort Worth, TX 76127 United States

12/2003 - 10/2015

Aircraft Armament Systems Journeyman- Reservist (E-4-E-6)

Duties, Accomplishments and Related Skills:

Checks methods and techniques used to load and unload munitions on aircraft, to repair and maintain aircraft release and gun systems and modify associated equipment.

Ensures compliance with policies, directives and procedures. Is the Weapons shop Technical Order Distribution Assistant since 2005. Analyzes productivity and work quality. Manages office supplies and ordering; squadron Government Purchase Card holder. Reports discrepancies and recommended corrective action. Ensures compliance with personnel policies, directives and procedures. Handles confidential personal information with discretion. Orders certificates and plaques for up and coming retirements, and promotions. Handle on-the-job training for incoming new employees. Section training monitor and scheduler, maintain training records in Integrated Maintenance Data Systems and ADLS, making sure all individuals in section are ready to deploy. Trains and mentors several young airmen, and writes Enlisted performance reports.

Plans, organizes and directs F-16 aircraft armament systems maintenance activities. Experience in expediting duties to crews and technicians and updating configuration sheets, 2434, and 2430 forms, with use of hand-held and base radios. Establishes and evaluates performance and training standards, maintenance controls and procedures. Has performed as Squadron Lead Crew (SLC) 2 and 3 man from 2006 to present. Responsible for safeguarding classified materials. Performs proper documentation with such forms and cards as 244/245 card, 350 tags, and 781 Aircraft Forms. Supervised and provided effective mentoring and leadership skills to subordinates. Provides support base wide for military retention. Reports discrepancies and recommended corrective action. Extensive knowledge of rules, procedures, and operations applied to perform the procedural and administrative work. Tracks office functions to screen telephone calls and visitors, maintain supervisor's calendar, prepare and review correspondence, and perform administrative work of the organization. Organize various office automation software programs, tools, and techniques to support office operations and produce a variety of documents such as letters, reports, spreadsheets, databases, and graphs.

Supervisor: SMSgt Eugene Gaspar (8177823368)

American Eagle Outfitters

2063 Town East Blvd, Space 1082, Town East Mall
Mesquite, TX 75150 United States

02/2000 - 06/2002

Salary: \$27,000.00 USD per Year

Hours per week: 60

Assistant Store manager**Duties, Accomplishments and Related Skills:**

Supervised and directed part time employees to meet daily, monthly and yearly sales goals. Maximizing profitability and setting/meeting sales targets, including motivating staff to do so. Oversaw all cash handling and transactions made. Organized, planned and carried out all major and minor floor-set changes, to include preparing promotional materials and displays. Trained and coached employees. Oversaw yearly inventories. Recruiting, training, supervising and appraising staff. Managing budgets, maintaining statistical and financial records. Dealing with customer queries and complaints. Overseeing pricing and stock control. Ensuring compliance with health and safety legislation. Liaising with head office

Supervisor: Amanda Campbell Tate (972)285-1266

Job Related Training: Completed training in foreign object debris prevention, product improvement, fire extinguisher training, hydrazine safety, hazardous waste, and customer care training. Has also completed courses in "Train the Trainer", Government Purchase card and technical order publication administration and delegation.

References:

Heather M. Calvin (*)	DCMA/ US Air Force Reserves	Electro Environmental Section Chief	8177812758	heather.calvin.1@us.af.mil
Christopher Blas (*)	Department of Defense/ US	301 FW Weapons Safety Manager	817-782-6885	christopher.blas.2@us.af.mil

	Air Force Reserves			
Natalie Hunter	USAFR/ Department of Defense	Commander Support Staff	8177827583	natalie.hunter.2@us.af.mil