

Summary of Qualifications

Professional experienced working in fast paced environments, demanding strong organizational, technical, interpersonal, and managerial skills. Confident and poised in interaction with individuals at all levels. Capabilities include:

- Leadership
- Training Development
- Training/Instruction
- Computer Graphics
- Resource Management
- Problem Solving
- Conflict Resolution
- Analytical Processes
- Sales
- Quality Assurance
- Organization/Efficiency
- MS Office Applications

Experience Highlights

Training and Education

- Five years combined experience instructing military trainees and undergraduate students.
- Developed and implemented innovative curriculum for Boston College's Discovering 3D Graphics and Virtual Reality course.
- Conducted interactive (lab-based) lectures to undergraduate students.
- Developed, implemented and maintained a standardized technical training program for the 341st Strategic Missile Wing (SMW).
- Conducted initial and recurring training for technicians of the 341st SMW to develop and maintain technical proficiency.

Management and Supervision

- Prioritized resource utilization, while serving in the United States Air Force, for quick response maintenance of the Minuteman Nuclear Weapon System to ensure personnel safety, site security requirements, and system readiness.
- Managed department resources and inventory levels for major retailer ensuring sales goals were met without sacrificing safety or customer service.
- Performed prescreening, interviewing, training, and direct supervision of staff in both an educational and retail setting.

Sales

- Worked with clients to facilitate the completion of Real Estate transactions, assisting in market research, advertising, and contract negotiations.
- Developed ability to communicate well with individuals from diverse demographic sectors through both my experiences as a Realtor and in the retail environment.

Employment History

Guest Lecturer, Boston College, CAS, Chestnut Hill, MA
Coordinator, Boston College Law School, Newton, MA
Computer Room Associate, The Home Depot, Rockland, MA
Department Manager, The Home Depot, Rockland, MA
Realtor, DeWolfe N.E Real Estate, Hingham, MA
Instructor, The United States Air Force, Malmstrom AFB, MT
Team Chief, The United States Air Force, Malmstrom AFB, MT

Education and Training

2005–2007 Boston College Chestnut Hill, MA

- M.S., Administrative Studies
- GPA 3.8/4.0

2001–2005 Boston College Chestnut Hill, MA

- B.A., Computer Information Systems
- GPA Cumulative 3.5/4.0 Major 3.6/4.0

1983-1992 Community College of the Air Force Maxwell AFB, AL

- 84 Semester Credits, Electronic Engineering Technology