

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Expected Graduation: December 2015

Major: Marketing (Focus on Supply Chain Management); Minor: MIS

GPA: 2.70

ACTIVITIES & AWARDS:

- Aircraft Load Master of 2nd quarter 2009
- Aircraft Load Master of the month November 2009

EXPERIENCE:

SUMMIT ELECTRIC CONSTRUCTION INC. Aug 2010 – May 2011 & May 2004 – June 2006
Warminster, Pennsylvania

Electrician Helper

- Duties include loading/unloading of job materials, removed existing circuits, running new circuits, installing devices (outlets, switches, lights), Installing panel and circuit breakers, Testing and troubleshooting circuits.

UNITED STATES AIR FORCE, Yokota AB, Japan

March 2007 – August 2010

Aircraft Load Master, Senior Airmen

- Duties included:
 - supervising the loading and unloading of cargo and personnel, Load planning, pre-flight and post flight checks, rigging for personnel and cargo air drops, completing weight and balance form, Filling out customs forms, transporting hazardous cargo, and maintaining emergency procedure checklist knowledge.
- Scheduled 70+ enlisted Air Crew member
 - Maintained Aircrews readiness training folders, filled crew positions for local and off station trips, scheduled training classes, coordinated flight plans, ordered crew meals, and daily scheduler meetings with Commander.
- Received letter from Brigadier General Timothy M. Zadalis (Director of Mobility Forces) for professionalism, textbook crew coordination, and flawless tactics.

SKILLS & LANGUAGES

- SAP
- Microsoft PowerPoint, Word, and Excel
- Calculate weight and balance for
 - Aircraft
 - Single and Multiple axle vehicles
- Aircraft Cargo load planning