

MIKE BROWN

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30-YEAR DOD EMPLOYEE WITH 10-YEAR AIR FORCE INSTITUTE OF TECHNOLOGY EDUCATIONAL TECHNICIAN TENURE

EXPERIENCE

AIR FORCE INSTITUTE OF TECHNOLOGY

AFB, New York, NY 10001

EDUCATIONAL TECHNICIAN

01/2003 to Present

Full-time; GS-17

Supv: Mrs. Smith, (123) 456-7890

Air Force Institute of Technology (AFIT), located WPAFB, is a component of the U.S. Air Force (USAF) Air University and Air Education and Training Command (AETC), a graduate school, and provider of professional and continuing education for the Armed Forces.

EDUCATION ADMINISTRATIVE PROGRAM MANAGEMENT: Provide technical specialized support in education and training performing administrative tasks within the AFIT Civilian Institution (CI) program offices, and functioning as an extension of CI's Graduate Medical Education Programs as an Assistant Program Manager.

- *Perform administrative tasks for three Program Managers to include verifying enrollment status through the CIMS student management and MILPDS systems.*
- *Annually verify up to 100 new enrollment medical documents, and work with medical education program managers to ensure efficient management and operation of administrative support to CI medical graduate students.*
- *Compile and summarize data from files and documents for supervisor and program managers to use in responding to inquiries, recognizing and prioritizing information that is or is not relevant to the issue.*

ADMINISTRATIVE SUPPORT TO STUDENTS: Track student input/performance. Identify potential or developing problems to the Program Manager for resolution, including academic and health status changes. Instruct students on military personnel matters; solicit and update student medical certifications annually. Respond to incoming calls concerning general academic information. Develop and maintain academic record/file for each student in accordance with standards.

- *Responsible for 150 new graduate medical professional students annually. Formerly responsible for ~200 New Health Professions Scholarship Program (HPSP) recruits per year. Reviewed and approved commissioning contract packages for new students. Engaged with field recruiters via phone and email to gain the students into the data system, making sure missing documentation is received prior to commissioning package approval*
- *Prepare medical students Special Pay contracts for supervisor's review and distribution.*
- *Correspond by email or phone with medical students to accurately maintain fitness test scores and renewals for military requirements.*
- *Enter and maintain data within the student database for ~350 medical graduate students, controlling all critical information concerning social security numbers, medical graduate programs, advisor information, family information, and academic evaluation information.*
- *Answer 20-30 emails a day, helping students pertaining to Commission Officer Training (COT), travel vouchers, pay issues, or any concerns dealing with the HPSP.*
- *Worked with IT specialist to correct database information for future use.*