

Kimberly

- Directly advises Department and service senior leaders on

- Serves as the CUBE Lead, The CUBE is a collaborative partnership that guides, supports, and steers deliberate manning performance and processes to ensure retention and appropriate recruitment efforts. This role consists of gathering and analyzing data on projected turnover, losses, program changes, etc., and developing and coordinating recruitment plans for vacant positions. Recommends solutions to a wide range of operating and technical problems and issues.
- Provides oversight and development of procedures and process improvements for an array of civilian personnel programs, to include civilian strength accounting, civilian employment cost management, staffing activities/functions, and workforce/strategic planning.
- Communicates on a regular basis with Air Staff and Air Force Reserve Command to prepare Strategic Communications to ensure changes to policy, regulations, directives, and concerns/issues that effective the field are generated in a timely manner.
- Maintains certification as LEAN Six Sigma Black Belt. Develops and recommends process improvements in services/programs by participating on teams and/or projects involving redesigning processes in order to meet the varied and changing requirements of the organization.
- Represents the 315th Airlift Wing as the Collective Bargaining Agreement Negotiation leader for AFGE Local 1869.
- Directs evaluations, awards, and decorations programs along with retirements, separations, and transfers of personnel.

May 2016-June 2019

Assistant Professor, Aerospace Studies, Charleston Southern University, Charleston
(Active Duty)

As an Assistance Professor, I served with an AFROTC unit that administered college-level officer training program. I served as the Recruiting Flight Commander and instructed curriculum covering Foundations of the USAF, AF History, Leadership, and National Security Affairs. I taught AERO 101, 201 and Leadership Laboratory.

- Planned, organized, and managed activities and support services of the organization. Autonomously made technical and executive decisions for the squadron in all areas of functional responsibility.
- Exercised supervisory personnel management responsibilities.
- Made a periodic, comprehensive assessment and evaluation of program goals/ objectives which provide a basis for long-range planning to enhance the organization's management support capabilities.

May 2017-October 2020

Adjunct Professor, Management, Charleston Southern University, Charleston

- 2011, Leadership Challenge One
- 2010, Microsoft office excel, levels 1–4
- International Junior Officer Leadership