

ADMINISTRATIVE OFFICER (Director of Management and Operations Overseas),
FP-0341-04/02

BRIAN MASON
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US Citizen
Veteran's Preference: 5 points, U.S. Air Force, 06/1980 to 08/2004
Highest Previous Grade: N/A
Security Clearance: Top Secret, SCI clearance (active)

PROFESSIONAL PROFILE

Highly innovative and results-oriented professional with proven track record for developing and implementing effective plans, managing diverse programs, meeting targets and exceeding goals. Practiced in budget development and administration. Experience in applying analytical and evaluative methods to assess the efficiency and effectiveness of programs and recommend changes as appropriate. Resourceful thinker, problem solver and decision maker. Ability to interpret and ensure compliance of applicable regulations, guidelines, policies and procedures. Proven skill in developing, administering and managing training programs. Outstanding communication skills, including proficiency at writing complex analyses and preparing reports, and superior ability to communicate in a multi-cultural environment with individuals at all levels.

PROFESSIONAL HISTORY

08/2006 to present, SUBSTITUTE TEACHER, Campbell Elementary School District, Grades K-8, Farris, CA, 08/2008 – present; Farris Unified School District, Grades 9-12, Farris, CA, 08/2007 – present; Davis Unified School District, Grades K-12, Davis, CA, 08/2006 to present, \$100 per day, Brad Taylor, 530-846-5888; Maria Smith (Davis), 530-846-4222; Marjorie Long, 530-695-9950, Contact: yes.

PERFORM ON-CALL SUBSTITUTE TEACHING for elementary and secondary school students in various subjects. Facilitate learning with lecture and active discussion. Advise and guide students regarding supplemental resources to enhance knowledge. Assign readings and homework. Ensure learning goals and objectives are consistently met.

DEMONSTRATE HIGHLY DEVELOPED COMMUNICATIONS SKILLS. Interact with students in class discussions and provide assistance and guidance with course content and lessons.

ACCOMPLISHMENTS: Many teachers like the way I handle their classes as a substitute teacher and request me by name when they need a substitute; recognized for dependability in following curriculum and interfacing and working effectively with diverse students.

08/2009 to 01/2010, INTERN MATH TEACHER, Inderkum High School, Sacramento, CA 95835, 40 hours per week, \$44,000 per year, Janet Mann, Vice Principal, 916-567-5640, Contact: yes.

PROVIDED CLASSROOM INSTRUCTION in four classes of Algebra 1 and one class of Geometry to ethnically diverse students in grades 9 through 12. Effectively managed classrooms. Developed individualized motivational strategies to reach students with varied learning styles. Assigned homework, prepared tests, reviewed and graded homework and unit tests. Interpreted and applied school policies to all teaching and administrative activities.

USED EXCELLENT INTERPERSONAL AND TRAINING SKILLS to provide classroom instruction to students with various learning styles and levels of understanding. Regularly communicated progress and concerns to school administrators, teachers, other staff and parents. Made recommendations for improvements. Engaged in outreach to parents, conducted parent teacher conferences, promoted parental involvement and participation.

DEVELOPED AND IMPLEMENTED CREATIVE COURSE LESSON PLANS AND TESTS. Researched, analyzed and evaluated new studies and information, and updated curriculum as needed. Prepared and distributed supplemental course materials to enhance learning.

ACCOMPLISHMENTS: Inderkum High School is rated the second most ethnically/culturally diverse high school in the nation. I used the Spanish language extensively to keep parents apprised of student progress and behavior. I established incentive rewards and competition between classes to motivate students to do their homework and take their education seriously. As a result of my efforts, student pass rate for Algebra 1 increased from 60% to 83%.

09/2008 to 09/2009, INTERN MATH TEACHER (7th Grade), Leroy Gray Middle School, Elk Grove, CA 95634, 40 hours per week, \$44,000 per year, David Evans, Principal, 916-502-5560, Contact: yes.

INSTRUCTED, ADVISED AND COUNSELED students in Intervention Math. Managed classroom activities for classes with 108 seventh grade students, providing practical application of subject matter. Assessed student performance, counseled on learning objectives and assigned grades for completed coursework. Interpreted and applied school policies to all teaching and administrative activities.

CONSISTENTLY DISPLAYED EXCELLENT ORAL AND WRITTEN COMMUNICATIONS SKILLS. Interacted with students on a daily basis in active class discussion. Met with students individually to provide assistance as well as respond to questions and concerns. Regularly communicated progress and concerns to school administrators, teachers, other staff and parents. Participated in faculty meetings to discuss ideas and issues; provided recommendations for educational program improvements. Designed and developed complex course curriculum. Wrote detailed lesson plans and class syllabus. Developed, drafted and distributed correspondence, reports and other documentation in the performance of duties.

ACCOMPLISHMENTS:

Pioneered a new intervention course called “Fast Forward Math.” Peer teachers, the math department head and the principal of the school all lauded my use of PowerPoint slideshows with animation for teaching math concepts.

Taught intervention math to seventh grade students, 95% of whom were ethnic minorities. Used Spanish language to effectively communicate student progress/behavior with parents of Latino students. Established incentive rewards (homework passes, pizza party, game days) to motivate students to do their homework and take their education seriously.

06/1980 to 08/2004, **COMMUNICATIONS AND INFORMATION SYSTEMS OFFICER** and **FOREIGN AREA OFFICER-LATIN AMERICA** (Lieutenant Colonel); U.S. Air Force, Pentagon, Arlington, VA 20330, 40+ hours per week, \$108,000 per year, Craig Dobson, (703) 693-1281, Contact: yes.

PLANNED, ADMINISTERED, DIRECTED AND MANAGED SEVERAL MULTI-MILLION DOLLAR ACQUISITION, OPERATIONS AND MAINTENANCE, BASE SUPPORT AND COMMUNICATIONS SYSTEMS SUPPORT PROJECTS AND PROGRAMS; included plan, schedule and layout of operations, planning for budget and cost requirements and supervising program staff. Participated in developing and implementing long- and short-range plans, procedures and policies relating to the specific organization's program and administrative needs. For various assignments, worked with staff in a multi-cultural environment to set annual performance goals for organization. Organized and integrated logistics functions to achieve communications and information support mission accomplishment. Prepared and executed procurement actions for communications and information technology systems, in accordance with Federal Acquisitions Regulation (FAR), USAF and DoD contracting rules and procedures.

DEVELOPED, DIRECTED, ADMINISTERED AND MANAGED EDUCATION/TRAINING PROGRAMS. While assigned as an Exchange Officer in Brazil and Mexico, provided program and administrative management and support to several educational institutions. Developed, or assisted with development, of curriculum; taught classes. Ensured innovative processes were used in developing training competencies, learning objectives and evaluation techniques. Determined scope,

objectives and methods of training. Used adult learning principles to develop graduate level computer science curriculum for Brazilian Air Force's Institute of Aeronautical Technology, while serving as Scientific and Engineering Exchange Officer.

PROVIDED LEADERSHIP, TECHNICAL ADVICE, GUIDANCE AND ASSISTANCE regarding programs or policies. Provided advice to management and program personnel on budgetary and finance issues such as budget formulation, justification and execution, and financial management. While assigned as Director, Logistics and Engineering at McClellan AFB, served as principal advisor regarding logistics for sensor systems deployed internationally for detection and characterization of weapons of mass destruction. While serving as Deputy Commander, 77th Support Group at McClellan AFB, formulated a base closure plan and provided administrative and logistical guidance for divestiture of all buildings and resources. While assigned as Deputy Director of Communications at Soto Cano Air Base in Honduras, offered leadership advice to manager of Hondutel telephone switch regarding how to establish critical communications links for demining and medical teams. Continuously served as a resource for technical program advice and assistance. While serving as Exchange Officer-English Language Instructor in Guadalajara, Mexico, provided leadership advice and assistance to superintendent and principal to build and sustain community-based development / educational program that provided Mexican national students the opportunity to receive an education based on U.S. culture, customs and academic standards.

PLANNED, FORMULATED, EXECUTED, MANAGED AND ANALYZED BUDGETS for acquisition, operations and maintenance, base support, communications systems support and educational program support; provided administrative support and guidance for organizational budgeting and financial management activities. Communicated with program personnel to perform cost benefit evaluations of current and projected programs; identified funding requirements to support operations; prepared detailed analyses and estimates of funding needs and submitted to leadership for approval. Administered, tracked, monitored and analyzed approved budgets. Prepared financial analysis and budget reports.

INTERPRETED AND APPLIED USAF, DOD AND COMMAND ORDERS, INSTRUCTIONS, DIRECTIVES, POLICIES, PROCEDURES AND REGULATIONS to program and administrative functions, activities and issues. Provided technical and procedural guidance regarding programs to all involved personnel. Determined applicability and effect of new or proposed policies, executive orders or agency directives on operations and program requirements.

APPLIED ANALYTICAL AND EVALUATIVE METHODS AND TECHNIQUES to **ASSESS PROGRAM EFFECTIVENESS AND EFFICIENCY** in supporting operations and contributing to organizational objectives and goals. Identified issues, problems or deficiencies; prepared recommendations for changing methods and practices in order to enhance operations. Analyzed and ensured all program operations were in compliance with established regulations, procedures, sound management practices and effective use

of staff. Gathered key information, compiled reports, provided analysis and maintained program files.

LED, SUPERVISED AND PROVIDED GUIDANCE AND INSTRUCTION to multinational military and civilian engineers, technicians and other program personnel. Assigned work according to program and leadership priorities. Ensured on-going performance management, creating a partnership to work towards resolution of program issues or concerns. Provided counsel and advice to employees on work and administrative matters. Developed work improvement plans and implemented new approaches or changes in work processes and procedures. Ensured accomplishment of goals of equal employment opportunity (EEO) by adhering to nondiscriminatory practices.

INTERACTED WITH A WIDE RANGE OF PERSONNEL, USING EFFECTIVE INTERPERSONAL SKILLS; continually built and maintained effective partnerships and professional networks to support programs and policies. Developed and maintained relationships with organizational leadership, program personnel, government officials and other stakeholders to foster coalition building and cooperation in accomplishing program goals and objectives. Participated in meetings and conference calls, presented program reports, recommendations and solutions, addressed administrative issues and exchanged information about program activities with all levels of personnel.

DEVELOPED NUMEROUS DOCUMENTS AND REPORTS to support program and administrative operations. Collected program data and developed reports with analytical findings and recommendations. Developed, collected, analyzed and updated budget and financial data in spreadsheets and databases; compiled data and created reports with complex tables, graphs and charts using Word, Excel and PowerPoint. Used electronic mail system to prepare, distribute and respond to critical correspondence.

ACCOMPLISHMENTS:

05/2002 – 08/2004, Chief, Communications-Electronics Branch, Pentagon, Washington DC - Prepared, executed and managed \$1.8 billion communications-electronics (C-E) budget for USAF. Justified and defended C-E funding requests through Air Force senior leadership, Office of the Secretary of Defense, Office of Management and Budget, and Congress.

02/1999 – 05/2002, Chief, Network Domain Support Branch, Norfolk, VA - Assigned to North Atlantic Treaty Organization (NATO). Managed \$4 million operations and maintenance budget. Supervised 50 multi-national communications and information systems engineers and technicians (from Canada and several European countries) supporting systems in North America and Europe. Guided this team of professionals to establish and/or maintain connection of fourteen multinational ships and four satellite ground terminal sites to NATO's WAN. Worked collaboratively with three foreign national Section Chiefs, to determine long-range work plans and set annual performance goals for our organization. Built effective partnership with NATO's C3 Agency, aligning priorities to perform tests jointly to ensure WAN routers were Y2K compliant.

08/1998 – 02/1999, Deputy Commander, 77th Support Group, Travis AFB, CA - Led 1,023 military and civilian personnel in Communications Squadron, Security Police Squadron, Mission Support Squadron, and Services Division. Led and managed community enhancement and development projects for base and retiree personnel, including those that involved computer/communications, small businesses/restaurants, youth care and education and more. Managed \$12 million annual base support budget. Formulated base closure plan, including divestiture of buildings and resources valued at \$2.1 billion.

08/1997 – 08/1998, Director, Logistics and Engineering, Travis AFB, CA - Supervised 90 logisticians, engineers and technicians. Directed life cycle management of \$65 million sensor systems deployed worldwide for detection and characterization of weapons of mass destruction. Provided flawless logistics support for critical airborne sampling operations against India and Pakistan nuclear tests.

12/1996 – 08/1997, Director, Mission Resources and Systems, Travis AFB, CA - Supervised 26 person staff in the Communications-Computer Division. Flawlessly executed \$4.5 million in procurement actions. Managed \$7.3 million operations and maintenance budget. Planned and implemented \$475,000 local area network replacement, increasing data transfer rates 20-fold and doubling reliability.

12/1994 – 06/1995, Deputy Director of Communications, Soto Cano Air Base, Honduras, Central America - Managed \$6 million communications support contract for Joint Task Force Bravo. Negotiated support from a U.S. contractor to install 50 new telephone lines at no charge to the government. Using expert Spanish skills, built and managed team in a multi-cultural environment; coordinated efforts of Honduran telecommunications companies, contractors, technicians, and U.S. military technicians to establish critical communications links for demining and medical teams, enhancing survivability of Joint Forces in Central America, and supporting economic development / building operations in Honduras.

05/1989 – 05/1992, Exchange Officer-English Language Instructor, Guadalajara, Mexico - Served as member of the school board for the American School, grades K through 12 for 2.5 years. Provided leadership advice and assistance to the superintendent and

principal with respect to curriculum development, budget approval, facilities management, hiring of faculty members and student discipline.

- Directed English Language Instruction program at Mexican Air Force Academy, preparing 171 cadets for aerospace studies. Taught many classes of English as a foreign language. Directed 12 Mexican instructors in teaching technical English to cadets; built team cohesion by getting to know instructors through association outside of normal work hours.

06/1984 – 06/1986, Scientific and Engineering Exchange Officer, Brazil - Selected to participate in a President-initiated program as the first Scientific and Engineering Exchange Officer to Brazil. While assigned to the Brazilian Air Force's Institute of Aeronautical Technology, pioneered graduate level computer science curriculum; taught courses in Portuguese.

08/1974 to 10/1976, Volunteer Missionary, Church of Jesus Christ of Latter-day Saints, Buenos Aires, Argentina

Held key leadership positions of Zone Leader and Assistant to the Mission President: While serving as Zone Leader for eight months, responsible for logistics of missionary training conferences. While serving as Assistant to the Mission President for four months, managed vaccination program for 150 missionaries, personally applying injections to keep missionaries healthy and protected.

EDUCATION

2009, Degree: Single Subject Teaching Credential, State of Arizona, Sun City West, CA, 41 quarter hours, Area of Concentration: Foundation-Level Mathematics

1982, Master of Science Degree, Air Force Institute of Technology, Wright-Patterson AFB, OH, 70 quarter hours, Major: Information Systems, GPA: 3.82; Distinguished Graduate

1980, Bachelor of Science Degree, Baley University, Provo, UT, 136.5 semester hours, Major: Computer Science, GPA: 3.53

1973, Manteca High School, Manteca, CA, High School Diploma

LICENSURES AND CERTIFICATIONS

Single Subject Teaching Credential, State of Arizona, 2009, Area of Concentration: Foundation-Level Mathematics

MILITARY TRAINING

Air War College (correspondence course), 2000, Air University, Travis AFB, one year
Joint Command and Warfare Staff Officer Course, Armed Forces Staff College, 1999

Fundamentals of Systems Acquisition Management, 1996
General Hazard Communication Training Program, 1996
Air Command and Staff College (by seminar), 1994
Harvard Graphics 3.0 Familiarization, 1993
Advanced Communications-Computer Officer Training Course, 1992
Automated Information Systems Project Management, 1987
Space Operations Orientation, 1987
Squadron Officers School, 1987, Air University, Maxwell AFB, nine weeks
Brazilian Portuguese Language Training, 1984, Defense Language Institute, six months
Introduction to Digital Communications, 1982
Spread Spectrum Communication Systems, 1982
Digital Signal Processing, 1982

AWARDS, HONORS, RECOGNITION

Meritorious Service Medal with four Bronze Oak Leaf Clusters, 2004, 1999, 1996, 1993, and 1986
Defense Meritorious Service Medal, 2002
National Defense Service Medal with one Bronze Star, 2002 and 1995
Air Force Longevity Service Award with four Bronze Oak Leaf Clusters, 2000, 1996, 1992, 1988, and 1984
Air Force Achievement Medal with one Bronze Oak Leaf Cluster, 1999 and 1984
Joint Service Achievement Medal, 1995
Air Force Overseas Long Tour Ribbon with one Bronze Oak Leaf Cluster, 1992 and 1986
Air Force Commendation Medal, 1989
Distinguished Graduate, Defense Language Institute, 1984
Martin Kellogg Award, Defense Language Institute, 1984
Distinguished Graduate, Air Force Institute of Technology, 1982

PROFESSIONAL MEMBERSHIPS AND AFFILIATIONS

Tau Beta Pi National Engineering Honor Society, since 1981

MILITARY SERVICE

U.S. Air Force, 06/1979 to 08/2003, Honorable Discharge
Overseas Assignments: Brazil (two years), Mexico (three years), Honduras (six months), Colombia (six months)

SPECIAL SKILLS

Type 45+ WPM

LANGUAGES: Spanish: fluent – read, write, speak; Brazilian Portuguese: low to intermediate fluency
Lived and worked for eight years in five different Latin American Countries