Boeing - Security Assistant - #3222

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| You seek | I offer |
| Associates degree; Bachelor’s degree in math preferred | UAA Bachelor of Science with anticipated graduation in 2024, Physics minor - 111 credits completed |
| At least two years federal work experience | Two+ years of advancing responsibility in the federal (military) system) Current grade equivalent is GS11 |
| Ability to lift at least 50 pounds | Tested in work-related physicals (3/2023 and 5/2023) to lift loads of 50 pounds using correct ergonomic posture and techniques |
| Demonstrated skill in making PowerPoint presentations and delivering presentations live and via the Internet | Created 12 presentations in last 6 months using PowerPoint and Keynote; 6 created in BrainShark for narrated versions and online access by staff for annual compliance training |
| Compiled and analyzed information for reports | Developed templates for 6 monthly reports; filed reports ahead of deadline 12 of 12 months with executive summaries that highlighted analyses |
| Strong math background | College credit in math courses – 48 credits  Served on 25+ project teams as support for building formulae for spreadsheets, increasing accuracy while improving efficiency for staff when collecting data |
| Ability to work in team-oriented environment | Routinely served on designated and informal teams for project management  Ability to lead a team noted as strength on three annual performance reviews |
| Coordinated crisis action plans | Over 2 years developing, implementing, and evaluating crisis action plans for post-event response initiatives affecting 10,000 citizens |
| Demonstrated self-direction and initiative | Recognized by awards for service and leadership  Recognized for initiative in development of cost-saving measures affecting frequency of supply orders |
| Commanding presence | Received recognition for Leadership & Service, 2022 |
| Microsoft Office | Microsoft MOS Master certification of high proficiency, 2023  Provided bi-monthly training to groups on features and skills for use of Office programs, 2018 - 2022 |
| Microsoft Outlook 2013 | Microsoft MOS Specialist certification of proficiency, 2022  Used Outlook to manage calendars and correspondence using successive versions and updates through the present |
| English language skills in writing, speaking, and presenting | Completed college classes in business communications  Membership in Toastmasters International, 2000-2019 – attained Distinguished Toastmaster level  Edited sensitive documents for 8 managers prior to publication  Presented daily and weekly status reports to upper management regarding safety records and incidents |
| Teamwork oriented | Worked within teams that were formal and formal  Recognized for reliability and service orientation during major project, 2021 |
| Flexible | Trained in resilience, 2020, 2023  Recertified every 3 years in project management skills, changing company procedures and forms to reflect best practices in the industry |

List requirements shown in the job announcement. These items are criteria reviewed by the recruiter as ‘yes/no’ or ‘go/no’ go evaluations.

Then list desired/preferred criteria. For resumes that meet all requirements, these criteria add value.

Then list KSAOs (Os = traits) that might be used by the recruiter to select which resumes will lead to an interview.

*File name: Boeing-SecAssist\_121212 Two Column Analysis.docx*