

# GLEN S. JIMENEZ

2610 185th Street  
Redondo Beach, CA 90278  
(310) 372-2484 – Home  
(310) 383-6912 – Cellular

**Citizenship:** United States  
**Clearance:** Top Secret/SBI, 20060131  
**Reserve Status:** USAFR, 1993 – Present  
**Veteran Status:** USAF, 1986-1993, PC

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**OBJECTIVE:** To utilize my experience in a supervisory or managerial position that will allow me to participate in the growth and development of the organization.

## Experience

### **Oct 08 – Pres 61st Air Base Wing, Los Angeles Air Force Base, California**

*Superintendent, Plans and Programs (XP)*

- Responsible for ATSO Station Evaluation Program; 700+ mil personnel evaluated
- Coordinates set-up/teardown of ATSO Staging area for quarterly event
- Exercise Evaluation Team Lead - Responsible for Subject Matter Expertise for Base Exercises
- Manages Simulation Cell where calls are tracked --creates dynamic flow to exercise scenarios
- Security Forces Expert for scenario development; scenarios/operational processes evaluated

### **Mar 06 – Oct 08 452d Air Base Wing, March Air Reserve Base, California**

*Assistant Inspector General (IG)*

- Responsible for administration/management of IG & Fraud Waste & Abuse (FWA) programs
- Provides a secure atmosphere to file IG complaints -- adheres to strictest confidentiality
- Formulates, plans and establishes guidance and direction for administration of base IG program
- Manages/records personal complaints; use, denial, release of IG records;
- Conducted CAT I investigations of junior enlisted; assisted w/complaints of higher ranking officers
- Investigated 25 formal IG complaints/assists, resulting in concise, fair resolution; boosted morale

### **Jan 05 – Sept 07 Business Technologies and Solutions, Inc. (BTAS), El Segundo, California**

*Executive Officer, MCWG, Los Angeles Air Force Base, CA*

- Provided administrative/exec support to 2 Wideband Global SATCOM (WGS) Commanders
- Maintained/coordinated calendar and scheduled appointments/meetings as needed.
- Managed meetings/official correspondence and messaged during absence.
- Attended weekly RN SPD Staff Meeting and RNA Staff Meetings; set up conference room, meet-me-net numbers and recorded action items. Ensured all electronic presentation equipment was operational as well as ensuring all power point presentations were ready and available.

### **Apr 98 – Mar 06 452d Maintenance Squadron, March Air Reserve Base, California**

*Noncommissioned Officer-in-Charge, Commander's Support Staff (CSS)*

- Managed and supervised the unit orderly room for over 300+ unit members.
- Controlled Unit Training Assembly Pay System ensuring all payroll/points reports were exported.
- Directed the creation and publication of annual tour and school orders for personnel.
- Oversaw daily operation of the customer service desk - resolved all personnel issues expediently.
- Administered the files, maintenance and disposition of all military records.
- Updated personnel database consisting of Personnel Concepts III (PC-III).
- Supervised 5 personnel specialists and 4 information managers assigned to the CSS.

### **Oct 03 – Apr 04 61st Mission Support Squadron, Los Angeles Air Force Base, California**

*Noncommissioned Officer-in-Charge, Commander's Support Staff (CSS)*

- Managed and supervised the unit orderly room for over 1100+ unit members.
- Oversaw daily operation of the customer service desk - resolved all personnel issues expediently.
- Updated personnel database consisting of Personnel Concepts III (PC-III).
- Administered the files, maintenance and disposition for over 1100+ military records.
- Supervised 6 personnel specialists and 1 information manager assigned to the CSS.
- Oversaw the management of all temporarily assigned reservists and individual mobilization augmentee's to Los Angeles Air Force Base.

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## Experience, Cont.

### **Oct 01 – Dec 01 HQ Air Force Reserve Command (AFRC), Robins Air Force Base, Georgia**

#### *Crisis Action Team (CAT) Administrative Staff Supervisor*

- Managed the CAT support cell immediately following the terrorist attacks on 9/11/2001.
- Organized the creation of Daily Secret Security Briefing for AFRC Commander.
- Oversaw the secure transmission of briefing to all numbered air force and detachments via the Global Command and Control Systems and Defense Messaging Service.
- Directed personnel to secure all classified and unclassified information during e-transmission.
- Instructed all deployed personnel on the daily operation and programs associated with the office.
- Supervised 4 personnel during 24-hour shift operation.

## Awards, Recognition and Accomplishments

2006 Meritorious Service Medal, 452d Air Mobility Wing, March ARB, CA  
2005 Air Force Commendation Medal, 61st Air Base Group, Los Angeles AFB, CA  
2004 Coined - Recognized by Maj Gen Cooning for Outstanding Support at LA AFB  
2003 Outstanding Unit Ribbon, 452d Maintenance Group (MXG), March ARB, CA  
2002 CMSgt James K. Clouse Trophy for Maintenance Excellence, 452 MXG  
2002 Air Force Commendation Medal, 452d Air Mobility Wing, March ARB, CA  
2000 Letter of Appreciation and Certificate from Postmaster, Kadena Air Base, Japan  
- For outstanding leadership and teamwork during the 2000 holiday season

## Military Education and Training

2006 Senior Noncommissioned Officers Academy, Maxwell Air Force Base, Montgomery, AL  
2002 Information Management 7-Level Training Course, Keesler Air Force Base, Biloxi, MS  
1999 Information Management Apprentice School, Keesler Air Force Base, Biloxi, MS  
1997 Noncommissioned Officers Academy, Goodfellow Air Force Base, San Angelo, TX  
1997 Security Police 7-Level training, Lackland Air Force Base, San Antonio, TX  
1993 Total Quality Management Course, 40 Hours, K. I. Sawyer Air Force Base, Gwinn, MI  
1993 Airmen Leadership School, K. I. Sawyer Air Force Base, Gwinn, MI  
1989 NCO Preparatory Course, Kapaun Air Base, Kaiserslautern, Germany  
1986 Security Police Academy, Lackland Air Force Base, San Antonio, TX

## Civilian Education and Training

2009 Bachelor of Arts - Theatre Arts, California State University Dominguez Hills, Carson, CA  
2009 Associate of Arts – Criminal Justice, Community College of Air Force (CCAF), Maxwell AFB, AL  
2009 Associate of Arts – Security Administration, CCAF, Maxwell AFB, AL  
2009 Associate of Arts – Information Technologies, CCAF, Maxwell AFB, AL  
2008 Associate of Arts – Theatre Arts, Rio Hondo Community College, Whittier, CA

## Skills

Management: Supervising, planning, scheduling, directing, active listening, mentoring  
Computer: Microsoft Office 2004 in a Windows Me environment  
Financial: Accounts payable, accounts receivable, Quicken SE  
Clerical: Filing, telephone protocol, general office, PC/Fax,  
Languages: Fluent in Spanish – speaking, reading and writing  
Communications: Reasoning with customers, public speaking,  
Research: Working without direction/supervision, working long hours, weekends, holidays