

CODY HARPER

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Self-motivated professional seeking a position with leadership where there is a need for a variety of office management tasks including problem solving, planning and organization.

HIGHLIGHTS OF QUALIFICATIONS

- Over 10 Years of military and civilian Program Analyst / Administrative experience
- Team player with the ability to work well with others to accomplish a common goal
- Problem analysis, use of judgment and ability to solve problems efficiently
- Results oriented, a self-starter highly motivated to succeed
- Strong verbal, written and personal communication skills
- Highly proficient in Microsoft office; Word, Excel and PowerPoint
- Electrical/Diagram Diagnosis
- Active TS Security clearance

2015- PRESENT**BOOM OPERATOR, UNITED STATES AIR FORCE: 191ST AIR REFUELING SQUADRON
SALT LAKE CITY, UT**

- Expert monitor of Crew resource Management (CRM) process and demonstrates safety and emergency procedures. Informs pilot of potentially hazardous conditions.
- Calculates the aircraft weights and balance for fuel, cargo and passengers are evenly distributed throughout the aircraft during critical phases of flight.
- Monitors control panel for proper operations of equipment during air refueling and advises receiver pilot of actions required to safely maintain position between two aircrafts.
- Operates in flight air refueling controls and switches to safety affect contact between tanker and receiver aircraft.

2014- PRESENT**TECHNICIAN, PREMIER TRUCK GROUP
SALT LAKE CITY, UT**

- Lead inspection team for equipment and recognize equipment failures, troubleshooting and repairing equipment failures.
- Tagging all warranty parts with the correct information and labels.
- Carrying out and overseeing repairs to vehicles or equipment as directed by the Manager.
- Performs preventive maintenance and repair diesel equipment/engines using hand tools.
- Precision measuring instruments and machine tools; diagnose and repair engines and electrical systems.
- Complete daily maintenance reports and logs, including job hazard analysis documents.

2012-2014**TECHNICIAN, MARK MILLER SUBARU
SALT LAKE CITY, UT**

- Tasked with repairs and maintenance of vehicles.
- Performed a wide array of tasks, including supervising, teaching new technicians performing maintenance.
- Adjusted repaired systems to meet manufacturer's performance specifications.
- Conducted routine and scheduled maintenance services such as oil changes, lubrications, and tune-ups.
- Communicated effectively with customers on future problems and repairs that might need to be addressed.

2011-2015

**KNOWLEDGE OPERATIONS/ COMMANDER SUPPORT, UNITED STATES AIR FORCE:
191ST AIR REFUELING SQUADRON
MCCHORD AFB, WA**

- Served as the focal point for planning, management, and coordination of policies, guidelines, training, and procedures to ensure effective and efficient operation of office.
- Functional Area Manager of Operations Group, maintaining files and libraries of all records created material including policies, procedures, and guidance from the Department of Defense (DoD), Air Force Record Management System (AFRIMS) and National Archive of Record (NARA), ensuring 100% compliance in proper process for maintaining, storing and dissemination of records.
- Consistently provides recommendations that are thoroughly researched and analyzed to ensure all issues are properly addressed using AF, NGB and ANG instructions.
- Assures Privacy Act and Freedom of Information Act records are properly identified and protected.
- Rebuilt safety program identified 1–2-year-old discrepancies, and worked closely with the base safety office. Formulated a plan and resolved all past/current outstanding writeups.

EDUCATION

2017

PURSUING B.S. INTERDISCIPLINARY STUDIES/AVIATION MANAGEMENT, LIBERTY UNIVERSITY

2015

DETROIT MASTER TECH CERTIFIED / FREIGHTLINER INSTRUCTOR TECH SCHOOL, SLC, UT

2014

KC 135 BOOM OPERATOR, UNITED STATES AIR FORCE, ALTUS AFB OK

2011

KNOWLEDGE OPERATIONS MANAGEMENT, UNITED STATES AIR FORCE, KEESLER AFB, MS

2009

MORTGAGE LOAN OFFICER EDUCATION AND LICENSING, STRINGHAM SCHOOLS SALT LAKE CITY, UT

2003-2005

ASSOCIATES OF OCCUPATIONAL STUDIES DEGREE IN AUTOMOTIVE/DIESEL TECHNOLOGY, UNIVERSAL TECHNICAL INSTITUTE PHOENIX AZ

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2005

JAGUAR P.A.C.E. TRAINING, ORLANDO FL

- Universal Technical Institute, Inc. and Custom Training Group, Inc. Training included 540 hours.

CERTIFICATIONS

- **ASE MASTER CERTIFIED**
- **MOOG CERTIFIED**
- **UTI SUM OSCILLOSCOPE OPERATOR AND EMISSION SYSTEM TESTER**
- **MONROE RIDE EXPERT**
- **JAGUAR SILVER CERTIFIED**
- **SUBARU CERTIFIED TECHNICIAN**
- **DETROIT DIESEL CERTIFIED - FREIGHTLINER**