

Kai Robinson

City, State 55555

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555.555.5555

AVIONICS MANAGER / TECHNICIAN

- ◆ Top-achieving manager and employee leads by example and proactively improves equipment, systems, processes, and programs.
- ◆ Enthusiastically takes on and succeeds in challenges beyond scope of present position.
- ◆ Unparalleled work ethic and willingness to roll up sleeves inspires action in peers/direct reports.
- ◆ Rated in highest category, "Truly among the best," in overall ratings and recommended for immediate promotion each year, year to year.
- ◆ Thinks beyond USAF electronics and avionics training and experience to creative resolutions.
- ◆ Secret Clearance investigation completed Month Year.
- ◆ Proficient in Microsoft Office Suite and military databases.

ACCOMPLISHMENTS

Technical Orders Manager

- Led \$2.2 million weapon system upgrade, improving combat communications for KC-135R.
- Raised Maintenance Department to next level and enabled instant access to technical orders for flight line maintainers by creating file-utilizing depot program for 214 digital technical orders.
- Decreased routing time 33% by resurrecting struggling Operating Instruction program through developing flowchart and talking paper.
- Produced six error-free programs by assuming product improvement manager duties during vacancy of manager two levels higher.
- Ensured maintenance concerns were articulated to weapon system manager by processing and correcting deficiencies in 177 technical-order changes with 75.6% approval rate.
- Coordinated over 200-person FOD walk for Air Warfare Center ramp with zero FOD discrepancies.
- Experienced no aircraft or personnel incidents by aggressively monitoring distribution of safety regulations and updates.
- Saved more than 183 staff hours and expedited non-mission capable repairs by inputting 54 engineer technical assistance requests.
- Awarded:
 - Air Force Commendation Medal for meritorious service, Year to Year.
 - Squadron NCO (Department Manager) of the Quarter, Year and Year.
 - Distinguished Graduate in Airman (Early Career) Leadership School, Year.

Aircraft Maintenance Avionics Technician

- Enabled emergency refueling of weather-diverted B-1 aircraft low on fuel by responding to prelaunch flight display system malfunction, troubleshooting and replacing faulty vertical gyro.
- Played key role in solving 10-day series of engine fail assist system malfunctions through innovative problem-solving that led to discovery and repair of incorrectly wired test equipment.
- Avoided possible catastrophic mishap by quickly arriving at ground emergency for fuel leak and cleaning up spill.
- Performed Black Letter Launch (zero discrepancies) on aircraft, Year, unmatched feat on aircraft as old as KC-135R models at Air Force Base.
- Enabled 97% logistics departure reliability rate, highest in Air Mobility Command (47,000-person active military division), Year, by ensuring on-time departure for aircraft with quickest response, isolation, and replacement of CDU in malfunction during launch.
- Greatly increased readiness by proactively training 10 new employees/managers on new de-icing procedures.
- Awarded:
 - Air Force Achievement Medal for outstanding achievement, 2004, during deployment to Indian Ocean area.
 - Sr. Airman Below the Zone, promoted 6 months ahead of peers, 2004.
 - Maintenance Group Airman of the Quarter, 2004.

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EXPERIENCE

UNITED STATES AIR FORCE, Air Force Base

Month Year to Month Year

Technical Orders Manager, Month Year to Month Year

- Managed Technical Order Department supporting 38 KC-135R/T aircraft valued at \$1.6 billion.
- Requisitioned, distributed, and inspected 23 technical order distribution positions (with two people in each position) supporting 10,000-volume technical order library.
- Served as liaison among Air Force personnel at headquarters and three technical fields.
- Operated, tracked, and maintained database, retrieving data, and entering over 65,000 revisions.

Aircraft Maintenance Avionics Technician, Month Year to Month Year

- Inspected, troubleshoot, removed, replaced, modified, repaired, installed, and aligned automatic flight controls, inertial navigation, and aircraft instrument system components.
- Determined operational condition and status by operating instrument and flight control systems and components using proper controls and displays.
- Isolated and diagnosed malfunctions by interpreting equipment operational characteristics using schematics, wiring and logic diagrams, software test equipment, built-in test functions, electronic measuring equipment, and aerospace ground equipment.
- Performed production team maintenance tasks including pre-flights, through-flights, home station checks, ground handling, servicing, and launch and recovery actions.

Prior relevant positions include Apprentice Electrician at Electrician and Contractor, City, State

EDUCATION

COMMUNITY COLLEGE OF THE AIR FORCE, Air Force Base

AS in Avionics System Technology, Month Year

CONTINUING EDUCATION

- Leadership and Management School, Air Force Base, 23 days, Year.
- Completed seven levels of upgrade training eight months ahead of schedule, scoring 88%, Year.
- Technical Order Management, Air Force Base, 4 days, Year.
- Advanced Technical Order System, Air Force Base, 15 hours, Year.
- KC-135 Guidance and Control Technician, Air Force Base, 60 hours, Year.
- KC-135 Digital Automatic Flight Control System, Air Force Base, 24 hours, Year.
- KC-135 Block 40 Global Air Traffic Management, Air Force Base, 80 hours, Year.
- KC-135 Block 30 Guidance and Control, Air Force Base, Year.
- General Technical Order System, Air Force Base, 12 hours, Year.
- Instrument and Flight Control Systems Apprentice, Air Force Base, 14 weeks, Year.
- Electronic Principles, Air Force Base, 34 days, Year.
- Basic Military Training, Air Force Base, 6 weeks, Year.

COMMUNITY SERVICE

- Improved relations and quality of life by volunteering 30 hours and donating supplies to neighboring community badly damaged by tornado, Year.
- Squadron Booster Club, Treasurer, raised over \$100 for holiday party with cook-off, Year.
- Squadron Physical Training Leader, led more than 100 persons, Year to Year.
- Maintenance Group Annual Awards Banquet, member of POW/MIA ceremony, Year.
- Squadron soccer team, promoted esprit de corps and physical fitness by holding key role in establishment. Also raised \$250 to buy squadron coins and shirts, Year.
- Air Force Base Honor Guard, member performing in multiple ceremonies/funerals, Year to Year.