



# Reese Atherton

## Event Planner

Advisor, liaison, coordinator and planner for military, families and community

Career Command Spouse skilled in international and military protocol and diplomacy with experience in NATO, England, Okinawa, and six states. Equally at home with four-star general or young military spouse with newborn. Routinely coordinate affairs for 300 people. Former employers describe as "a skillful manager," "effective team leader," and "industrious, versatile individual." Licensed private pilot.

## Contributions and Accomplishments

### Air Force Base, City, State

- Plan and coordinate with protocol office hundreds of annual military / community events to enhance relationship between military families and surrounding community, including:
  - Community events for families of deployed military members.
  - Military balls / galas for up to 300 people.
  - Tours and fund raisers attended by high ranking military officials and state and community leaders.
  - Holiday open houses for 300 people.
  - Lunches in own and others' homes for 20 people including four-star general's wife. Because of military financial cutbacks, duties expanded from decorating and food ordering to include guest list coordination, invitation design, seating charts and cooking.
- Attend and / or co-host official functions for 19 squadrons and 4 groups during 25 changes of command in past two years.
- Serve as Command Spouse who meets monthly with key people to discover and meet needs of military families and acts as liaison and advisor among many groups on Air Force Base.
- Coordinate Key Spouse Program by recruiting and training people to fill support role at squadron level of Air Force Base.
- Create automated mailing list and publish squadron monthly newsletter, mailings and directories to keep community members informed and connected.
- Advise Officers Spouses Club on budgeting, fund raising, charitable contributions, social and educational programs and legal responsibilities; transfer club budget from paper to computer.
- Identified 35 families living on Air Force Base who are not assigned to a unit because military spouses are on one-year remote assignments and recruited Key Spouses for them.
- Served on panel that interviewed and chose school board members for Air Force Base.
- Raised \$11,000 in scholarship funds for children of military members through the Officers Spouses Club charity auction, Month Year.
- Coordinated "Trip Around the World" dinner for Empire Arts fund raiser, Month Year.
- Judged Athena competition, City, State, Month Year.

## Contributions and Accomplishments (continued)

### Prior Assignments and Positions

- Developed Neighborhood Watch system by recruiting block captains and creating a call chain, distributing and gathering questionnaires for a database.
- Reduced downtime from 25% to all-time low of 5%, supervising bi-cultural staff of 15.
- Cut government maintenance contract from \$8,500 to \$5,500 per month while managing annual departmental budget of \$230,000.
- Reduced staff hours and paper cost by designing electronic forms to replace hard forms.
- Created and maintained financial cost accounting system for international aeronautics company.
- Became familiar with many facets of university by writing computer programs for Financial Aid, Registrar, Teacher Certification, Finance and Business Office.
- Taught classes in Windows 95, Microsoft Word, and Introduction to Computers.
- Wrote databases to track donations, newsletter recipients, Air Force Surgeon General goals and issues, illness reported by deployed troops, trouble calls and resolutions, and inventory of equipment.
- Taught English for International School with students ages 4 years to adult.
- Substitute taught for more than 4 years in international school systems.

## Work History

**Command Spouse** (Volunteer) Month Year to Present  
 AFB, State; NATO, Air Base, England; AFB, State; Naval Air Station, City, State; AFB, State; AFB, State, Air Base, Japan.

**Neighborhood Watch Coordinator / Web Designer** (Volunteer), City, State Month Year to Month Year

- Recruited and organized block captains into safety preservation system.
- Designed elementary school Web site.

**Volleyball Coach** (Paid)  
 Elementary School, AFB, Month to Month Year.  
 High School, Air Base, England, Month Year to Month Year.

- Coached 2 seasons and coordinated weeklong summer camp with international player and coach for Department of Defense schools.

**Computer Trainer and Database Developer** (Volunteer) Month Year to Month Year  
 Armed Services YMCA, City, State

- Taught classes in Windows 95, Microsoft Word, and Introduction to Computers.
- Wrote Access database to track donations and newsletter recipients.

**Prior paid and volunteer work** as contract programmer analyst / help desk provider at Company, City, State; programming supervisor / systems programmer at County, State; automated data processing director at Air Base, Japan; sales manager at Computer Company, English teacher at International School, and systems analyst at Computer Services, City, State.

## Education

**Bachelor of Business Administration**, Data Processing Information Systems, University, State, Year  
 City, State, Airport, **Private Pilot License**, Year