



PROFILE SUMMARY

I am a solution oriented professional with over ten years of valuable management and technical experience. I bring experience with serving a variety of entities throughout the world. I am a detail-oriented professional who works well under pressure. Dedicated to developing accessible technologies that promote empathy and understanding. Experienced at working collaboratively and bringing together different viewpoints to ensure technological solutions meet the needs of all users. Looking to establish a long-term career in the tech industry that will utilize my ability to successfully navigate a changing marketplace and improve the company's profitability.

AARON R. EVINS

GENERAL INFO

PHONE: 210.712.2027

EMAIL: KIDKLASICK@GMAIL.COM

EDUCATION

SOUTHWEST HIGH SCHOOL

HIGH SCHOOL DIPLOMA - 2008

ACCOMPLISHMENTS

MEMBER OF AIR FORCE SPECIAL OPERATIONS
COMMAND MILITARY PERSONNEL FLIGHT OF THE
YEAR - 2017 & 2018

1 MPF TOP PERFORMER - 2019

1 SPECIAL OPERATIONS WING
CENTRAL SUPPORT STAFF OFFICE OF THE
YEAR 2020

AIR FORCE PERSONNEL CENTER (AFPC)
TOP 3 SUPERIOR PERFORMER DECEMBER '20

ADVOCATES

LEONARD I. OKEREKE JR. - AT&T
LEAD PRODUCT MARKETING MANAGER
PHONE: 662.695.1674
EMAIL: LO331@ATT.COM

MATTHEW VIZCARRONDO - SAN ANTONIO PD
DETECTIVE
TEXAS ANTI-GANG UNIT
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RICHARD COOPER - AIR FORCE SERVICES CENTER
STRATEGIC MARKETING & BRANDING SPECIALIST
RICHARD.COOPER.12@US.AF.MIL

CONOR MULLIGAN - UNITED STATES AIR FORCE
COMMANDER
CONOR.MULLIGAN.1@US.AF.MIL

DEVON SHEFFEY - UNITED STATES AIR FORCE
WEAPONS TEAM LEADER
DEVON.SHEFFEY@US.AF.MIL

WORK EXPERIENCE

ASSISTANT NATIONAL COMMISSION OFFICER IN CHARGE

The United States Air Force
July 2019- Jan 2020
San Antonio, TX - Randolph Air Force Base

- Air Force Electronic Board Operation Support System manager: led Continual Process Improvement /Identified outdated base training/trained 14 new HR personnel/11 Major Commands in 4 hrs.
- Vital to United States Space Force stand-up; trained Combatant Commands (COCOM's) HR Personnel (3FO) on ML/HR role primed 173 authentications/72 hrs. /won AFPC Top 3 Sup Perf/Dec
- Central Selection Board manager for stop-file program. validated 4.3K records and 2 promotion boards while facilitating 7 Special Selection Boards 1,148 selected for promotion
- Managed Air Force Management Level Review program: championed 3 virtual boards/audited 3K records/guided 18 panel members 63 Definitely Promotes promotion statements awarded coin by General Officer

MANAGER RECOGNITIONS AND EVALUATIONS OPERATIONS

February 2020-Present
San Antonio, TX - Randolph Air Force Base

- Led Evaluation Reports Appeal Board operations; created 20 virtual boards/directed 144 cases/adjudicated 44 appeals--drove relief/correction at lowest level
- Guided Air Force Recognitions Program: executed 100 Air Force Service Medal & Humanitarian Service Medal inquiries—ensured 333 Airman received service medals supporting COVID-19 operations
- Administered Air Force Evaluation program; corrected 937 Enlisted Promotion Reports errors/32 bases prevented 58 appeals/16 met 19E9 board 2 selected f/promo
- Delivered 2 briefs for Air Force Personnel Center Squadron Commanders Course & Superintendent Course: imparted officer evaluation policy to 180 Squadron Commanders, Central Commanders & Chief Enlisted Managers. Promoted to Technical Sergeant (TSgt). Well earned!
- Total Leadership Council Communications Director committee member oversaw SharePoint site--promoted airmanship, development, and mentorship for 250 Non-Commissioning Officers (NCOs)
- Oversaw Training Report electronic processing. Developed Air Force First Training Report electronic processing procedures. Guided 4-mbr tm, devised execution plan for backlog, uploaded 255K records--saved 160 man-hours slashing completion time 75%

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HUMAN RESOURCE MANAGER
NATIONAL COMMISSION OFFICER IN CHARGE RETIREMENTS & SEPARATIONS
February 2017- April 2018
Hurlburt Field, Florida

- Supervisor of 3 Airman responsible executing all actions for retirements & separations personnel programs In Support Of (ISO) 9K active-duty Airmen
- Managed Base Wide Retirement/Separation Program to 845 Members ensuring \$6.5M Benefits payouts
- Oversaw installation wide enlisted promotions programs directly facilitating in 52 early promotions.
- Led accountability of 226 Personnel/ 30 Aircraft during Hurricane Michael safeguarding \$4B AF assets
- Led 505-member unit accountability during 5 facility In Direct Fires & Insider threat to ensure 100% accountability during Bagram deployment
- Directed 10-member hurricane evacuation team for Hurricane Irma evacuation ensured 100% accounted

HUMAN RESOURCE MANAGER
NATIONAL COMMISSION OFFICER IN CHARGE COMMANDER SUPPORT STAFF
May 2018- Jun 2019
Hurlburt Field AFB, Hurlburt Field, Florida

- Drove squadron Government Travel Card program. Audited 347 accounts/ Identified limited factors for \$2.4M Headquarters of the Air Force budget and saved Air Force \$22K in Temporary Deployment funds
- Managed 55-member inbound flight; scheduled 586 appts/mentored 63 Intelligence, Surveillance, and Reconnaissance profs. Led team to 1 SOW/CSS OTY
- Organized 23 Higher Headquarters Distinguished Visitors visits; coordinated 321 calendar events/appts/family tours gained \$1M in resiliency funding for unit
- Mentored (Military Personnel Flight (MPF) retirements/separations section. provided comm training/AF writing/ training—led Airman to 1 below the zone promotion win/1 MPF Jan '19 Top Performer
- Controls/logs Military Personnel Data System (MILPDS) Transaction Registers, & Case Management System cases for 11 Special Operations Intel Squadron supporting 535 personnel