**Kari Connelly**

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| **Objective** |  |
| A developmental position within the Department of Defense. |  |
| **Education** |  |
| Bachelor’s degree (3.7 GPA)  American Public University System/American Military University | Date of Completion: October 1st, 2023 |
| * Major: Business Administration * Concentration: DoD Project Management * Related course work: Law and Ethics, Operations Research, Accounting, Program and Acquisition Management I & II, Defense Budget Development and Execution, Program Appraisal. |  |
| **Skills & Abilities** |  |
| Management |  |
| * Team Lead/Subject Matter Expert: Tools and Equipment Program. Completed Purchase Requests for an operating budget of $1M+, developed procedure guides for new equipment, researched mission-essential tools and equipment for acquisition, built and maintained a spreadsheet for the entirety of tools and equipment for 5 fire stations, the program exceeded all standards and requirements with 100% accountability. * Team Lead/Subject Matter Expert: Extinguishers. Procured new vendor contract for extinguisher testing and maintenance with an operating budget of $80k+, developed and maintained tracker to ensure all units are certified and repaired annually, brought Kirtland Fire and Emergency Services up to all standards and requirements previously not met with 100% accountability. * Team Lead/Subject Matter Expert: PMEL Calibration Equipment. Tracked, organized, and ensured calibration compliance for 50-piece inventory valued at over $1M, developed an internal tracking system to ensure on-time turn-in, and exceeded all standards and requirements with 100% accountability. * Team Lead/Subject Matter Expert: Logistics. Assessment and distribution of supplies to 5 fire stations plus installation alarm room, received and analyzed supply requests on a bi-weekly basis, collected supplies from vendors while cleaning and maintaining 3 large supply rooms with an annual budget of over $1M, met 100% accountability and exceeded all program standards and requirements. |  |
| Leadership |  |
| * Fire Academy Instructor with Kirtland Air Force Base Fire Department. Instructed and Mentored 6 incoming and inexperienced firefighters to prepare them for performance and testing in all areas of the 9-week course. * Enforced procedures and launched preventative measures to prevent the spread of Covid 19 through Kirtland Air Force Base, Fire and Emergency Services, and state directives. * Vice President: Kirtland Air Force Base Fire Department Flower Fund. Organized and executed fundraising events for the well-being and benefit of each individual employee of Kirtland Air Force Base Fire Department and their families while ensuring each family member is given special care and attention during their time of need (birth of children, retirement, death in the family, etc.). * NFPA 1500 Committee Member: Identifies Fire and Emergency Services shortfalls and noncompliance areas, continuous review of processes and procedures ensuring compliance with local and national standards. |  |
| Other Applicable Skills |  |
| * Excellent analytical, written, oral, and communication skills. * Specializing in Microsoft Excel, Word, Access, Office, and PowerPoint. * Typing: 71 words per minute with 98% accuracy. |  |
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| **Experience** |  |
| Firefighter, Hazardous Materials Technician GS-07  Kirtland Air Force Base Fire Department (Large Installation – 52k Acres) | June 2018 to November 2022 |
| * Responsible for Driving/Operating 11 different firefighting apparatus with special knowledge of 4 fire demand zones and 5 fire stations. * Specialized in hazardous material identification, sampling, and decontamination procedures. |  |
| Medical Logistics Specialist  United States Army | January 2006 to January 2008 |
| * Managed and maintained a $250,000 Government Purchase Card for acquisitions. * Spearheaded assignment to create the organizational system for prime functionality of warehouse housing 4 civilians, 5 military members, and approximately $2M+ in transitioning government equipment.   **AWARDS**  Firefighter of the Year, Kirtland AFB FES 2021  Civilian Achievement Award, Kirtland AFB FES 2021  Civilian of the Year, Non-Supervisory, Kirtland AFB FES 2020  Civilian of the Quarter, Non-Supervisory, Kirtland AFB FES 2020, Q4  Nominee, 377th ABW Civilian of the Quarter, Kirtland AFB FES 2020, Q3  Annual Performance Award(s) 2019, 2020, 2021  377th Mission Support Group Team of the Quarter, Kirtland AFB FES 2019, Q1  377th Mission Support Group Team of the Quarter, Kirtland AFB FES 2018, Q4  Army Achievement Medal, United States Army 2007  **ADDITIONAL EXPERIENCE & AFFILIATIONS**  Dean’s List Honors (3.7+ GPA) 2023  The Society for Collegiate Leadership & Achievement 2022 – Present  NFPA 1500 Committee Member, Kirtland AFB FES 2019-2022  Vice President, Kirtland AFB FD Flower Fund 2019-2022  Operation Holiday Cheer, Kirtland AFB FES 2019-2022  Women in Fire (Global), Working Group Member 2020-2022  ABQ Reads, Albuquerque Chamber of Commerce 2021  Albuquerque Little Libraries, Volunteer 2021  Volterra Community Securities Committee 2020-2021  Team Leader, American Foundation for Suicide Prevention 2018  **OTHER QUALIFICATIONS**  **Security Clearance, Secret 2018 – Present** |  |