

NIMOL MAO

OBJECTIVE:

Seeking admission to the United States Air Force Academy

SUMMARY OF QUALIFICATIONS:

- Trained in performing Traffic Management duties. Experience working with federal and military transportation regulations, instructions, directives; passenger and personal property entitlements; quality assurance evaluation procedures, United States and foreign customs regulations, warehousing procedures; military passenger, freight, and personal property rate computations; packaging methods, specifications, orders; hazardous cargo requirements; blocking, bracing, tiedown principles; and carrier capabilities and procedures for movement of passengers, cargo, and personal property in military and commercial air, rail, truck, and water systems
- Outstanding written and oral communication skills; extensive involvement in community projects
- Secret Government Security Clearance

PROFESSIONAL EXPERIENCE:

LOGISTICS EXPERIENCE:

- Receives and packages items for shipment or storage
- Prepares budget estimates for materials and equipment
- Inspects items for identity, quantity, and condition
- Segregates items requiring special handling
- Considers cost and special handling requirements when selecting preservation and packing material to ensure protection
- Arranges official travel for individuals and groups
- Verifies commercial travel office routing and fares
- Resolves administrative and operational problems, and authorizes deviation from procedures
- Counsels personnel and eligible dependents on passenger and personal property movements
- Reviews official travel orders to determine transportation entitlements
- Uses carrier tariffs and rates to determine mode and cost of commercial transportation to move personal property
- Arranges shipment and storage of personal property
- Makes cost comparisons between various modes of transportation, and between government and commercial storage facilities
- Validates need for and use of temporary storage
- Monitors equipment shipping status and condition of household goods packing

VOLUNTEER WORK:

- Representative for Airmen Against Drunk Driving program
- Treasurer for the 27 SOW Junior Enlisted Council
- Counsels first-term Airmen on personal property authorizations
- Voluntarily tutors fellow Airmen on College Mathematics
- Assisted with community clean-up on the weekends
- Participated on swim and volleyball teams in high school

ACTIVITIES AND AWARDS:

- 27 SOW Diamond Sharp Award Winner January 2011
- Awarded the Gold Congressional Award for 2010
- Chair of the Youth Outreach Committee of PA Migrant Education 2007-2008
- Captain of Furness High School Boys' Varsity Volleyball team 2007-2008
- Central Region Swim Team, Philadelphia, PA 2007-2008

EDUCATION AND TRAINING:

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| ▪ Undergraduate Student | Clovis Community College June 2010 - Present |
| ▪ Traffic Management Journeyman | Cannon AFB 15 July 2010 |
| ▪ Traffic Management Apprentice | Air Force Technical Training 2010 |
| ▪ Air Passenger Procedures/Services | Lackland AFB 18 February 2010 |
| ▪ Cargo Preparation | Lackland AFB 18 February 2010 |
| ▪ Cargo Proc/Documentation | Lackland AFB 18 February 2010 |
| ▪ Traffic Management | Lackland AFB 18 February 2010 |
| ▪ Transportation of Personal Property | Lackland AFB 18 February 2010 |
| ▪ Undergraduate Student | Penn State University August 2008 – May 2009 |

EMPLOYMENT HISTORY:

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| ▪ Transportation Journeyman | July 2010 – Present |
| ▪ Transportation Apprentice | October 2009 – July 2010 |
| ▪ Lifeguard | June 2009 – July 2009 |
| ▪ Late night event staff | September 2008 - May 2009 |
| ▪ Cashier and retailer | January 2008 - July 2008 |