

Janet C. Williams

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EDUCATION

University of Nebraska – Lincoln

Bachelor of Science in Business Administration (May 20XX)

Major: Supply Chain Management

GPA: 3.2

Community College of the Air Force

Associate in Applied Science Degree (December 20XX)

GPA: 3.65

EXPERIENCE

Veterans Administration Work Study, August 20XX – Present

Military & Veterans Success Center, University of Nebraska – Lincoln, Lincoln, NE

- Assist active and prospective students to utilize resources and services of the University of Nebraska – Lincoln and the surrounding area
- Identify and conduct outreach and information sessions for veterans and dependents to build a strong community
- Attend and give brief presentations to veteran students during New Student Enrollment events
- Perform data entry and generate reports for issues that pertain to student veterans
- Communicate with veterans using direct face-to-face contact, e-mail, social media, website, distribution lists or other channels to broadcast important information
- Participate in meetings of interest and focus groups that support student veterans and provide insight and appropriate recommendations

Aircraft Maintenance Technician, July 20XX – July 20XX

United States Air Force, Offutt Air Force Base, NE

- Performed scheduled and unscheduled maintenance on intelligence, surveillance and reconnaissance aircraft at home station and abroad
- Supervised inspection on airframes and kept impeccable maintenance records on each aircraft
- Troubleshoot, diagnosed, researched and ordered different components worth up to \$250,000 that needed repair
- Led special physical training sessions for seven at-risk Airmen with 100% success rate
- Awarded the Global War on Terrorism Expeditionary Medal for being deployed four times during Operation Enduring Freedom

ACTIVITIES

Nebraska Supply Chain Management Club

Student Veteran Organization

- Participated in the 350 mile Ruck March to bring awareness of veteran suicide between the University of Nebraska – Lincoln and the University of Iowa before the football game in 2017

Active Minds