

# CODY BRISTER

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## EXECUTIVE SUMMARY

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Multifaceted, driven and highly motivated professional seeks a career in a **management** or **supervisory** capacity; offering 16 years of leadership roles, complimented by proven skill to significantly enhance corporate objectives by utilizing the following areas of expertise:

- **Operations Management**
- **Logistics Management**
- **Personnel Management**
- **Office Administration**
- **Aviation Management**
- **Nuclear Operations Knowledge**
- **Training / Instruction**
- **Quality Assurance / Evaluation**

## SUMMARY OF QUALIFICATIONS

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- Experienced in background checks and investigations related to federal service.
- Implements organizational internal systems and procedures to enhance administrative functions regarding cost effectiveness and productivity.
- Trains, equips, and motivates staff members and subject matter experts to achieve organizational goals or assignments based on guidance from higher headquarters.
- Manages work tasks to ensure all matters are handled at the lowest level freeing leadership to focus on decision making and policies.
- Creates, plans, and executes initiatives, cost-benefit analyses, and studies on resource utilization, personnel management, and program readiness resulting in effective operations.
- Develops after action reports, briefings, and recommendations based on research studies in order to create efficiency improvements.
- Establishes strategic relationships to leverage significant long-term business opportunities with special interest groups and business partners.
- Participates in community events and cultivates vital partnerships with local and state officials to establish public relations.
- Implements outreach programs through social media and telecommunication networks focused on expanding organization footprint.
- Provides advanced analytical and evaluate methods to ensure organizational performance and major milestones data is stored and collected.
- Verify appropriate action plans and performance measurements based on corporate goals.
- Creative approach to problem solving
- Sensitivity and commitment to diversity in the workplace and amongst teams

## EMPLOYMENT HISTORY

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| <b>Administrative Officer (Civilian, GS-12)</b><br>Alabama Air National Guard, Sumpter Smith JNGB, AL   | May 2019 to Present<br>(Full-time / 40 hours) |
| <ul style="list-style-type: none"><li>• Represents organization in wide variety of wing exercise functions at meetings, working groups, and other situations, including emergency management personnel to surrounding communities.</li><li>• Develops broad strategies, guidelines, and procedures to conduct a comprehensive organization evaluation program, both conventional and non-conventional with considerable variety and scope.</li><li>• Coordinates with strategic leadership on organization tasks, directives, and requirements.</li></ul>   |   |
| <b>Organization Program Manager / Senior Advisor</b><br>USAF / Alabama Air National Guard, Sumpter Smith JNGB, AL   | Jan 2016 to Present<br>(Full-time / 40 hours) |
| <ul style="list-style-type: none"><li>• Authored inter-agency letter of agreement and developed airspace concept of operations with 6 departments, bolstering federal partnerships.</li><li>• Led multiple exercise and inspections for the organization, enabling the qualification of 30 employees and organization. Recognized as individual and team superior performer.</li><li>• Created organization policies and procedures manual with defined roles and responsibilities of nine support agencies enhancing output by 54%.</li><li>• Annually evaluated over 90 personnel and increased organization capability by 46%.</li></ul> |   |

- Quality Assurance Manager / Senior Professor** Jan 2013 to Jan 2016  
**United States Air Force**, Joint Base McGuire-Dix-Lakehurst, NJ (Full-time / 60 hours)
- Managed student professor program; teaching over 15K students through 4,200 hours of instruction.
  - Organized major cost savings initiative worth over \$1.5 million in annual budget expenditures.
  - Developed instructor evaluation database; tracked 139 records, 822 instructor professional development courses, and 18,700 internship hours--enabled 13 pre-deployment courses.
- Agency Training Manager / Instructor / Executive Assistant** Aug 2006 to Dec 2013  
**United States Air Force**, McConnell AFB, KS (Full-time / 40 hours)
- Developed rigorous training programs for 52 subordinate personnel, resulting in task completion.
  - Transportation of over 10 million pounds of fuel and cargo during operational missions.
  - Assisted with executive duties associated with performance reporting, protocol functions, and awards and decorations programs.

**EDUCATION**

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<b>M.Div Discipleship Ministries</b> Liberty University, Lynchburg, VA	2019
<b>M.A. Christian Ministry</b> Liberty University, Lynchburg, VA	2018
<b>B.A. Military Management and Program Acquisitions</b> American Military University, Charles Town, WV	2018
<b>A.A.S. Aviation Operations</b> Community College of the Air Force, Montgomery, AL	2014
<b>A.A.S. Instructor of Technology and Military Science</b> Community College of the Air Force, Montgomery, AL	2014

**CLEARANCE**

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**Security Clearance – TOP SECRET**

**RECENT VOLUNTEER HIGHLIGHTS**

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- Led 20-member team for Red Cross hurricane response; relocated and fortified 8 refugee shelters, ensured the rescue of 84 civilians.
- Created a mentorship program; provided 182 hours of life counseling to 1,000 young adults.
- Developed community leadership seminar; mentored 30 civic leaders--enhanced mil relations with local city government agencies.
- Anti-terrorism advocate; volunteered 8 hours for TSA screening training, enabled evaluation of 24 agents and heightened safety operations for 5.5K daily passengers.
- Coordinated a 4-hour training session with Birmingham Ambassadors program geared toward international airport security certification and improving public relations.

## REFERENCES

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### **Professional:**

Jason Garrish, Maj  
Training Officer  
(210) 394-4113

James Whaley, LtCol  
Safety Officer  
(205) 276-2505

Todd Murray, CMSgt  
Chief Boom  
(205) 612-6416

### **Personal:**

Dr. Mark Gainey  
Mentor  
205-563-0461