

**Jeffery Cook II**

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Email: mariocook2000@yahoo.com

**Availability:**

**Job Type:** Permanent, Temporary

**Work Schedule:** Full-Time, Part-Time, Shift Work

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**Desired locations:**

Germany - Ansbach Germany - Illesheim

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**Work Experience:**

**HHC 12th Cab**

Storck Barracks

Illesheim , Bayern Germany

**05/2013 - Present**

**Salary:** 24,000.00 USD Per Year

**Hours per week:** 40

**Air Field Operations Specialist**

**Duties, Accomplishments and Related Skills:**

- Provided administrative assistance by transmitting all flight plans, flight routes, flight plan updates, amendments, actual departure times, and arrival times to the Army Flight Operations Detachment(AFOD)
- Served as Air Traffic Assistant for Illesheim Army Airfield Base Operations by implementing clerical and office administrative functions and provided guidance on air traffic program policies
- Prepared documents which were critical for the airfield inspections, and maintained records by specific sections.
- Performed daily airfield security checks to ensure a safe operating environment for personnel and aircraft operations
- Maintained a key roster log for all keys and radios and directed personnel wanting access to operate on the airfield
- Provided oral pilot briefings and assisted pilots with flight route planning based on knowledge of USAREUR, DOD, and host nation aeronautical rules and regulations, airway routes and clearance requirements, structures, air traffic procedure, weather and navigational aids.
- Administered airfield advisory and flight following services to include airfield conditions and current weather observation before and during flight to aircraft when the control tower is closed
- Activated, administered, and assisted in the implementation of the primary crash alarm to ensure a safe operating environment for personnel and aircraft operation
- Posted, maintained, updated and disseminated a variety of flight planning material including wire charts, hazard maps, DOD flight information publications, Federal Aviation Administration(FAA) handbooks, host-nation publications, Notice to Airman(NOTAM), and other publications required for flight planning and operations

- Assisted with the ordering, pick-up, arranging, and delegation of supplies and materials need for office operation
- Responded personally to non-technical, but substantive requests for information involving directorate programs and functions, regulations, publications, project assignments, and internal procedures
- Served as a point of providing assistance in using a variety of utility, communication, database, word processing, spreadsheet, and network software(e.g., various manufactures' installation and diagnostic software, Internet explorer, Office 2003 and 2007, and Vista
- Properly organized and maintained reports and records on flight operations activities by using the ARIMS program.
- Monitored aircraft flight log and took appropriate action for overdue aircraft in accordance with the regulation

**Supervisor:** Mike Collins (467-4502)

**Okay to contact this Supervisor:** Yes

### **F Company 3-25 Avation**

Wheeler Army Airfield

Wheeler Army Airfield, HI 96854 United States

**06/2010 - 04/2013**

**Salary:** 24,000.00 USD Per Year

**Hours per week:** 40

### **Air Traffic Controller**

#### **Duties, Accomplishments and Related Skills:**

- Supervised the establishment of terminal approach procedures to provide air traffic control services in sequencing, spacing, and issuing clearances and control instructions to all aircraft operating in area of responsibility
- Assembled and operated air traffic control automated data systems, communications, and radar equipment valued in excess of \$1 billion.
- Interpreted and implemented airspace management procedures to provided safe, orderly, and expeditious air traffic control services to the 25th Infantry Division for dispersed operations
- Utilized incoming and outgoing flight data information to coordinate aircraft route movement with terminal radar approach control and other agencies.
- Monitored or directed the flight route of aircraft within an assigned air space or on the ground at airports to minimize delays and maximize safety.
- Advised and provided effective route guidance to airport emergency services in cases of emergency or when aircraft were experiencing a distress situation
- Assisted supervisor in management, operations, training of controllers, and inspections of the facility
- Employed aeronautical charts, maps, radio, and ground communications to receive, post, and relay flight data to Local Controller and Ground Control
- Relayed weather warnings to aircraft in the local flying area and gave clearances to pilots to avoid inclement weather
- Issued landing and take-off clearances and instructions to aircraft entering and exiting the local air space in accordance with the Federal Aviation Administration(FAA) and Army air traffic rules and regulations
- Applied basic clerical and administrative functions to construct and manage personnel training files to include tests, proficiency, and ratings for training records related to the facilities' training program.
- Evaluated and analyzed the capabilities and progress of ATC personnel by entering, retrieving, and maintaining information in Microsoft EXCEL 2003 chart and multimedia features
- Facilitated on-the-job training and conducted assessments of training through administration of controller

evaluations and maintained training records of trainee.

- Maintained controller proficiency by audiovisual materials, practical exercise, discussion, lecture, computer-based training and air traffic control(ATC) simulation
- Generated 100% on all inventories and inspections of assigned air traffic control equipment, devices, operating systems, and computer equipment

**Supervisor:** Jeffrey Heath ((808)4266846)

**Okay to contact this Supervisor:** Yes

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**Allied Bond Security**

709 East Walton Circle

Atlanta, GA 30306 United States

**08/2008 - 05/2009**

**Salary:** 14,500.00 USD Per Year

**Hours per week:** 30

**Security Officer**

**Duties, Accomplishments and Related Skills:**

- Executed the opening and closing inspections and performed general office clerical and office automation duties in support of the 1 Medical and 2 Office facilities assigned.
- Administered personal assistance, emotional support, or other personal care to others such as coworkers, customers.
- Recognized physical security deficiencies of facilities and implemented policies and developed a variety of correspondence, forms, reports and statistical material for the physical protection of assigned facilities
- Monitored the key control system and mobility badge system to insure adequacy and regulatory compliance.
- The ability to apply general rules to specific problems to produce answers that make sense
- Utilized security database and Microsoft office software to enter, revise, sort and retrieve data pertaining to security administration
- Communicated effectively with people outside the organization, representing the organization to customers, and the public.

**Supervisor:** Maruice Thomas ((404) 898-1600)

**Okay to contact this Supervisor:** Yes

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**Georgia Power**

62 Lake Mirror Rd

Forest Park, GA 30297 United States

**09/2007 - 02/2008**

**Salary:** 29,750.00 USD Per Year

**Hours per week:** 40

**Apprentice Lineman 1**

**Duties, Accomplishments and Related Skills:**

- Knowledge of the principles and processes for providing customer and personal services. This includes customer needs assessments, meeting quality standards for services, and evaluation of customer satisfaction
- Identified complex problems and reviewed related information to develop and evaluate options and implement solutions for power outages and failures
- Monitored and reviewed information from materials, events, or the environment, to detect or assess problems.
- Installed watt-hour meters and connected service drops between power lines and consumers' facilities.
- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Performed daily inspections of equipment, structures, or materials to identify the cause of errors or other problems or defects.
- Coordinated and drove vehicles (bucket and brick truck) equipped with tools and materials to job sites
- Assisted in installation of electrical prime power distribution systems, exterior services and utility poles
- Installed, maintained, and repaired electrical distribution and transmission systems, including conduits, cables, wires, and related equipment, such as transformers, circuit breakers, and switches, guys, anchors, cross arms, conductors, and insulators

**Supervisor:** Skip Wilson ((404) 361-6287)

**Okay to contact this Supervisor:** Yes

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**Education:**

**South Georgia Technical College, Electrical Lineman Apprentice Program** Americus, GA United States  
Technical or Occupational Certificate 08/2007

**Relevant Coursework, Licenses and Certifications:**

Received Technical Certificate of Credit 09/07

8 of 100 students to be selected for the Georgia Power Apprenticeship program

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**MLK High School** Lithonia, GA United States

High School or equivalent 05/2007

**GPA:** 3.40 of a maximum 4.0

**Major:** Electrical **Minor:** Science

**Relevant Coursework, Licenses and Certifications:**

National Technical Honor Society

Section leader in Marching Band

MLK Swim Team

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**Dekalb High School of Technology South** Decatur, GA United States

Technical or Occupational Certificate 05/2007

**GPA:** 3.7 of a maximum 4.0

**Major:** Electronics

**Relevant Coursework, Licenses and Certifications:**

Top 3 of the Electronics Program  
Accepted into the South Georgia Technical College Electrical Lineman Apprentice Program

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**Language Skills:**

<b>Language</b>	<b>Spoken</b>	<b>Written</b>	<b>Read</b>
German	Novice	Novice	Novice
English	Advanced	Advanced	Advanced

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**References:**

<b>Name</b>	<b>Employer</b>	<b>Title</b>	<b>Phone</b>	<b>Email</b>
Mike Collins (*)	Illesheim Base Ops	Base Ops Supervisor	467-4502	
Percy Wilson	New Hope Ministries	Pastor	0171-752-1403	

(\*) Indicates professional reference

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**Additional Information:**

- SECRET Security Clearance
- Commercial Driver Licenses Class A