

Leslie Elaine Spencer

Education

Georgia State University, Atlanta, GA

Doctor of Philosophy, History

Expected 2022

Graduate Certificate Women's, Gender, and Sexuality Studies

Georgia State University, Atlanta, GA

December 2015

Masters of Art, Heritage Preservation

Concentration in Public History

President Heritage Preservation Society

Awarded Margaret Ewing Endowment

Georgia State University, Atlanta, GA

August 2013

Bachelors of Art, History

Minor: African American Studies

Dean's list, Honor Society

Embry-Riddle Aeronautical University, Daytona FL

September 2009

Bachelors of Science, Professional Aeronautics

Minor: Management

Dean's list

Summary of Skills

- Extensive research skills
- Excellent written and verbal communication
- Capable of producing results in fast paced high pressure work environment
- Proven ability to work well with others in a multi-cultural and ethnically diverse environment
- Accomplished leader and manager
- Ability to multi-task. Detailed oriented
- Basic computer skills, including PowerPoint, Word, Access and Excel

Employment History

Georgia Department of Natural Resources, Historic Preservation Atlanta, GA

October 2013 – Present

Environmental Review Program Assistant

- Process data using SharePoint tracking system, retrieve project files, file documents in appropriate project files and refile project files.
- Send memorandums via electronic correspondence
- Prepare documentation and digital files for on-site archival storage
- Coordinate with agencies for transfer of files; comply with the State of Georgia archiving procedures

Georgia State University, Atlanta, GA

January 2015 – May 2015

Graduate Research Assistant, History Department

- Researched relevant primary sources for upper level undergraduate course History 3400

United States Air Force, Warner Robins, GA

October 2009 – March 2013

Airborne Electronics Worker

- Effectively researched, determined appropriate steps of action, and planned tasks necessary to complete assigned duties of aircraft avionics mechanic
- Performed installations, modifications, troubleshooting, and repairs of electronic equipment of moderate complexity to systems of limited complexity using technical diagrams to diagnose faults in equipment or systems
- Operated and maintained aeronautical test equipment.

- Adhered to established federal, state, and local safety procedures and regulations ensuring compliance was maintained throughout maintenance procedures

M.H. Mitchell, Inc., Atlanta, GA

June 2013 – August 2013

Internship

- Researched, analyzed and documented 19th and early 20th century life in Middle Georgia
- Compiled and presented research to the Atlanta Preservation Society
- Participated in the restoration of Fort Walker
- Assisted, supported, and participated in presentations

Earthbound Trading Company, Atlanta, GA

November 2006 – January 2008

Sales Associate

- Provided outstanding service to customers and employees, demonstrated in-depth product knowledge, maintained store presentation standards and accurate cash drawer handling
- Verified merchandise, organized storeroom for inventory and increased sales by five percent
- Assisted in planning, visual merchandising, and the reorganization of a district store
- Implemented a process to track customer requests for merchandise

United States Navy, Navy Recruiting District Atlanta, Atlanta, GA

December 2003 – June 2006

Navy Recruiter in Charge (Office Manager)

- Implemented and enforced organization's policies and long-range goals
- Planned, supervised, trained, prepared, and motivated 50+ personnel in the Navy Delayed Entry Program for the rigors of Navy Basic Recruit Training
- Managed administrative resources of office supplies, machines, media aides, two government vehicles, minor property and a \$4,000 annual budget
- Acted as liaison between 11 academic centers and Department of the Navy providing mentoring and motivation for students in Atlanta Public School systems, Job corps, and local churches to promote Navy awareness
- Conducted criminal background checks, verified academic credentials, immigration status, etc. for prospective candidates for naval service

United States Navy, Fleet Air Reconnaissance Squadron Two, Rota, Spain

October 1998 – October 2003

Aviation Electrician Work-center Shift Supervisor (Production Supervisor/Project Manager)

- Designated quality control inspector responsible for ensuring quality standards were being adhered to during the aircraft maintenance process
- Instructed and qualified 20+ electricians in all facets of EP-3E/P-3C electrical systems maintenance improving work center production and mission readiness
- Led maintenance technicians on remote detachment in Mediterranean theater of operation to ensure requirements were met for the Navy's newest signal intelligence collecting platform
- Prioritized, assigned, and supervised aircraft maintenance operations in high pressure environments
- CPR/BLS instructor. Monitored, maintained, and tracked CPR readiness levels for 300+ personnel

United States Navy, Fleet Composite Squadron Six Detachment Dam Neck, Norfolk, VA

April 1995 – April 1998

Leading Supervisor of Maintenance Training (Education Specialist)

- Ensured 100% compliance with Maintenance Training Improvement Program and appointed Career Counselor by the Commanding Officer
- Responsible for maintaining, testing, and updating personnel professional training records.
- Processed and coordinated over 200 school requests, ensured 57 personnel were qualified/maintained qualification standards in 8 critical crew positions
- Planned and coordinated shipment of 120+ unmanned aerial targets drones for deployment in support of critical combat training

Volunteer Experience

- The William Bremen Jewish Heritage Museum, Docent and Educator
- The Atlanta History Center (and The Kenan Research Room)
- Herndon Home, Docent and Educator