

David L Johnson

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**Trainer and Supervisor
Six Sigma White Belt**

**Scheduler
Access Database Manager**

**Financial Analyst
MS Excel**

EDUCATION

The Ohio State University, Columbus, Ohio, Bachelor's Degree – 6/1996
Major: Economics

The Ohio State University, Columbus, Ohio, Bachelor's Degree – 6/1995
Major: Geography

WORK EXPERIENCE

H&R Block Tax Preparer

December 2005 – April 2010, February 2013 – April 2013

- ◆ Calculated client tax liabilities
- ◆ Validated accuracy of current and prior tax returns
- ◆ Made presentations of financial products, and presented upcoming financial decisions based on tax consequences
- ◆ Monitored, evaluated, trained, and assisted new tax preparers

Ohio Air National Guard Vehicle Maintenance Analyst

June 1995 - April 2011

- ◆ Performed preliminary planning, long term scheduling, and analysis for the utilization and maintenance of a vehicle fleet consisting of sixty-four vehicles and their support equipment valued at \$1.6 million.
- ◆ Managed inventory of \$12,000 worth of automotive parts and materials
- ◆ Produced database that allowed 178th Vehicle Maintenance Flight to track outside vendor information and analyze and compare spending between multiple vendors
- ◆ Trained and supervised personnel to plan and schedule maintenance and usage of vehicle fleet
- ◆ Responsible for logistics surrounding equipment preparations for long distance travel
- ◆ Updated maintenance and operations manuals, and tracked manufacturer recalls
- ◆ Trained and documented qualifications of 140 vehicle operators, and developed training lesson plans and tests

**Aeronautical Systems Center
Deployment Manager**

October 2008 – October 2010

- ◆ Accounted for deployment of logistical items and equipment for deploying personnel
- ◆ Annually purchased \$75,000-\$125,000 of additional equipment
- ◆ Coordinated data synchronization between multiple locations to insure medical record validity for personnel
- ◆ Ensured all personnel met training requirements before deployment

**Calibre Systems
Analyst, Logistical and Budgeting Software**

December 2001 – May 2003

- ◆ Trained the trainers and client IT personnel and evaluated their performance in fielding of proprietary logistics and budgeting software for the Army National Guard
- ◆ Monitored and instructed classes for end users
- ◆ Facilitated presentations of software programs to client management
- ◆ Installed programs and participated in troubleshooting, writing reports and manuals, and making recommendations for improvements

**Ohio Air National Guard
Accounting and Finance Technician**

August 1997 – December 2001

- ◆ Researched budget requirements of the wing conversion to a training wing
- ◆ Audited personnel pay records for dual payment of both military and civilian pay, designed Access database that automates records of dual compensation and generates reports and letters to those in violation

AWARDS AND ACTIVITIES

- ◆ Air Force Meritorious Service Medal for transitioning squadron technical order accounts to new system
- ◆ Air Force Achievement Medal for logistical contributions to squadron achievement of an outstanding rating during Operational Readiness Inspection
- ◆ Air Force Achievement Medal for participation in unit creation and production of RAMTECH equipment, used throughout the Air Force to connect two otherwise incompatible communications systems and suggested streamlining and standardizing several production processes which shortened the production time by one week and increased quality control
- ◆ Squadron Trainer of the Year 2008, As a Non-Commissioned Officer Satellite Academy facilitator, taught leadership course to 14 lower-level supervisors. As a Vehicle Operator Trainer, built lesson plans and tests for the various types of assigned vehicles which resulted in 140 personnel being trained to safely operate all vehicles.
- ◆ Church youth director 2004-2010, Church treasurer 2010-present of \$80,000 budget