



Melendar J Collins
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Ms. Collins serves as a Lessons Learned Analyst, Headquarters Air Combat Command, Langley Air Force Base, Virginia. She has 28 years of military experience in Administration/Information Management including Human Resource Management. She also has a background in information, personnel, and industrial security programs. During her career in the United States Air Force, Ms. Collins served in various administrative positions including numerous joint environments. She supported the war against terrorism and deployed in support of Operation's DESERT STORM, IRAQI FREEDOM and ENDURING FREEDOM. Most recently she was the Superintendent, Executive Services, Headquarters Air Combat Command, Directorate of Requirements at Langley Air Force Base, Virginia. She provided personnel and information management support to the Director, 15 divisions, and over 500 assigned personnel. While there she established policies, processes, and procedures to ensure timely and accurate management of information throughout the directorate. Additionally, she provided guidance, career progression and professional development for 15 directorate Information Managers, thus ensuring training and information dissemination needs were met.

EDUCATION AND PROFESSIONAL TRAINING

2007, Masters Degree, Human Resource Management, Touro International University
2006, Bachelors Degree, Human Resource Management, Touro International University
1994, Associates Degree, Administrative Management, Community College of the Air Force
1991, Associates Degree, Business Administration, Louisiana Tech University

CAREER CHRONOLOGY

1. June, 2010 – Present, NSCI Lessons Learned Analyst, HQ Air Combat Command, Directorate of Analyses and Lessons Learned and AFSO21, Lessons Learned Division, Langley AFB, VA
2. August 2006 – May 2010, Superintendent, Executive Services, Headquarters Air Combat Command, Directorate of Requirements, Langley AFB, Virginia
3. August 2003 – August 2006, Chief, Information Management, Joint Analysis Center, Royal Air Force Molesworth, United Kingdom
4. August 2001 – August 2003, Superintendent, Resource Management, Senior Noncommissioned Officer Academy & Superintendent, Plans, Programs, & Evaluations, Squadron Officer College, Maxwell AFB, Alabama
5. June 1999 – July 2001, Superintendent, Group Information Management, Headquarters, 9th Air Force, 609th Air Intelligence Group, Shaw AFB, South Carolina
6. June 1996 – June 1999, Chief, Information Management, Combined Air Operations Center/Intelligence Division, Vicenza, Italy
7. November 1992 – June 1996, NCOIC, Intelligence/Operations Plans Information Management, 2d Bomb Wing Intelligence & NCOIC, Combat Plans Information Management, Headquarters Eighth Air Force, Combat Plans Squadron, Barksdale AFB, Louisiana
8. November 1991 – November 1992, Administration Specialist, Headquarters United States Forces Korea, C2/J2 Collection Management Division, Yongsan AIN, Korea
9. September 1985 – November 1991, Staff Support Administrative Specialist, Chief, Administrative Specialist, Information Management Specialist, and Information Management Technician, KC-10 Current Operations Division, Barksdale AFB, Louisiana
10. September 1982 – September 1985, Administrative Specialist, Rhine Ordnance Barracks, Detachment 2, 7000 Contracting Squadron, Ramstein AB, Germany
11. July 1982 – August 1982, Student, Administrative Specialist Course, Keesler AFB, Mississippi