

KATE SIEBER

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HIGHLIGHT OF QUALIFICATIONS:

- Prior government Top Secret Security Clearance
- Strong public speaking skills
- Works well under pressure
- Proficient in Windows and Microsoft Office Suite
- Excellent attention to detail
- Superior work ethic

PROFESSIONAL EXPERIENCE:

LuLaRoe

Owner/Fashion Retailer

Camp Pendleton, CA

June 2016 – Present

- Manages day-to-day tactical and strategic activities within the business.
- Operates online mailing system to deliver packages to customers in a timely manner.
- Reviews and approves billing invoices and expense reports.
- Receives and processes credit card and cash payments for purchases.
- Shares product knowledge with customers, makes product recommendations and upsells.
- Maintains inventory for a 900-piece boutique.
- Leverages social media for marketing and advertising.
- Employs customer follow up system to build and maintain strong customer relationships.

United States Air Force

Command Post - Emergency Actions Controller

Fairchild AFB, WA

October 2005 – February 2013

- Performed command and control to support Homeland Security and National Defense.
- Managed and performed activities within fixed ground, mobile and airborne command and control, operations centers, and command centers.
- Encoded, decoded, and relayed Presidential decisions to execute and terminate nuclear and conventional force operations.
- Remained in 100% USAF compliance for operational reporting and safeguarding.
- Monitored actions to preserve life, minimize damage, and restore operations following in-flight emergencies, accidents, natural disasters, and wartime attacks.
- Developed, maintained, and initiated quick reaction checklists supporting situations such as sabotage, aircraft hijacking, nuclear incidents, aircraft accidents, and evacuations.
- Provided aircrew mission briefings on requirements, advisories, runway operations and status, weather warnings, and diplomatic clearances.
- Coordinated and executed search and rescue operations.
- Maintained proper security control of classified material and messages.
- Arranged U.S. Customs clearance for aircraft returning from overseas.
- Counseled Airmen on handling personal, financial, and work related challenges.

EDUCATION:

U.S. Air Force - Specialized Training: Leadership, Diversity, and Communication Skills; Command and Control, Joint Nuclear Command and Control, and Mobile Communications. Trained as a Resiliency Trainer and Suicide Prevention Specialist to counsel colleagues during times of stress and crisis.

Valencia College – Achieved an Associate's Degree in General Studies with Honors in 2014.

University of Phoenix – Achieved a Bachelor's Degree in Human Resource Management in 2018.

ACTIVITIES AND ACHIEVEMENTS:

- Received National level recognition from senior level management for a job well done.
- Recognized by Asst. Secretary of the Air Force, State Congress, and Senate members for outstanding performance.
- Acknowledged by Installation Leadership for preventing suicide among Airmen.
- Spearheaded fundraiser for the fight against Chronic Lyme's Disease in Virginia.
- Volunteered as a Victim Advocate for personnel of Military Sexual Assault.