**Matthew D. holtan**

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**SUMMARY**

Dedicated Project, Maintenance and Facility Manager with 10+ years of experience. Also certified aviation maintenance instructor.  Well versed in all stages of quality assurance, safety, forecasting statement of work (SOW), negotiations and estimating. Knowledgeable in Microsoft Word, Excel and Power point. Strong communicator, problem solver, adaptable, ethical, and self-driven team player.

**AREAS OF EXPERTISE**

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| --- | --- | --- |
| * Secret Clearance * Integrity * Problem solver * Process improvement | * Task oriented * Self-driven * Meets commitments | * Skilled communicator * Quality control * Risk Assessment * Adaptability |

**PROFESSIONAL EXPERIENCE**

# UNITED STATES AIR FORCE

# Managing/Supervision: *Foreign Object Damage/Dropped Object Program Manager*, Davis-Monthan Air Force Base (AFB) Arizona, May 2013-Present

* Maintained focus on and accountability for flight line safety by directing and establishing safety policy and guidance for all personnel operating on DMAFB flight line.
* Honed skills in executive presence and communications through frequent briefings of senior leaders on prevention, problem areas, program metrics, trends and cost analysis.
* Responsible for Mishap Investigations; determined root causes, suggested corrective strategies, and designed preventative solutions.
* Accountable for planning and controlling civilian contract FOD prevention equipment with host organizations.

**Training: *C-130 Aircraft Maintenance Instructor, Facility Manager, Davis-Monthan Air Force Base****, 2008-2013*

* Provided subject-matter expertise to support and enable wing missions; delivered 1500 annual classroom hours on aircraft maintenance procedures
* Mentored squadron members on performing curriculum, scheduling and HAZMAT programs; Responsible for equipment and assets valued over $3.3M.
* Led 8 instructors; supported career development of USAF personnel in 5 different career fields; provided targeted quality and mission essential training.
* Managed and controlled building requests and renovations; saved $40K in organizational overhead

**Leadership: *Aircraft Maintenance Section Chief/NCOIC****;* ***Davis-Monthan Air Force Base*** *2004-2008*

* Responsible for maintenance of 14 modified EC-130 aircraft valued at over $2.3B in support of priority DoD & USAF missions.
* Deployed three times in support of Operation Enduring Freedom; expedited aircraft production; enabled over 1000 combat missions flown.
* Oversaw maintenance and supply teams to ensure resources and manning available to meet objectives.
* Generated ideas and plans for process improvement; identified wasted maintenance routine; cut home station inspection time by 25%.

**EDUCATION**

MS; Project Management, Embry-Riddle Aeronautical University, 30 Credit Hours (Jul.2017)

BS; Natural Science; Michigan State University; 120 Credit Hours

AAS; Aviation Maintenance Technology Instructor; CCAF; 30 Credit Hours

AAS; Aviation Maintenance Technology; CCAF: 30 Credit Hours

## Professional Development

Basic Leadership Development Course

Air Force Technical Training School

Air Force Airman Leadership School

Air Force Non-Commissioned Officer Academy

Six-Sigma/CPI Green Belt Academic Course (40 hours)

***Community Involvement***

Volunteer for Meals on Wheels

Volunteer at Veterans of Foreign Affairs luncheon, served meals and assisted disabled war heroes

Squadron booster club member, organized and led 4 events, raised $2K for 350 members

Coordinated food vendors for Wing Air Show; Davis-Monthan AFB

Volunteer at local school for Sunday morning brunch; raised funds hosting church programs

Organized Maintenance Group ‘Fun Run’ benefitting local charities

Organized Holocaust Remembrance Week at Davis-Monthan AFB; +250 base members educated