

KIRSTIN RITT

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I am currently looking to diversify my work and my skillsets. Hardworking, highly motivated, and willing to learn.

SKILLS

- Proficient in Microsoft Word
- Proficient in Microsoft Excel
- Proficient in Google Docs
- Proficient in Microsoft OneDrive
- Proficient in Microsoft Teams
- Good Understanding of social media (Facebook, Twitter, Twitch)
- Social Media Admin and Management Skills
- Proficient at editing narrative formats
- Proficient at schedule deconfliction
- Able to Write/Respond to Professional E-mails
- Excellent Communication Skills
- Excellent Leadership Skills
- Proficient with programs such as Stream Labs and OBS
- Excellent understanding of classified information

EXPERIENCE

MAY 2018 – NOVEMBER 2023

GEOSPATIAL ANALYST, UNITED STATES AIR FORCE

Imagery Analyst: exploiting imagery, review imagery products for accuracy, analyze imagery from multiple sources, create analytical products for customers of all ranks, provide input and information to customers.

Supervisor: overseeing troops, creating and reviewing award packages/accommodation awards, creating annual performance reviews, oversee multi-discipline intelligence teams, coordinating and executing promotion and recognition ceremonies, training new airmen, managing flight funds, coordinating flight going away events, coordinating DV visits.

Airmen Resiliency Team (ART) Intern: coordinate visits and in-processing briefings, deconflict schedules for a six member team, assist with output of monthly newsletter, manage and maintain social media pages, assist with day to day tasks of team members, assist with appointment scheduling for airmen, act as a liaison between ART and squadron leadership, update ART literature, assist with medical and mental health research, etc.

Volunteer Victim Advocate (January 2021 – February 2023): This is considered an Air Force Additional Duty. Attend a 40 hour initial training course, maintain victim advocate certification, attend additional trainings to maintain certification, understand sexual assault/harassment policies within the DoD, understand state sexual assault reporting laws, assist with creating a restricted/unrestricted report, assist survivors with getting support resources, assist the Sexual Assault

Prevention and Response(SAPR) team with annual squadron training, assist the SARP team with awareness events, assist with updating SAPR literature, and communicate with survivors to ensure their safety during the healing process.

Master Resiliency Trainer: This is considered an Air Force additional duty. Attend a two week training at Maxwell Air Force Base (either in-person or virtual), facilitate monthly Resiliency Tactical Pause events for all leadership levels, facilitate First Term Airmen Resiliency Day, educate members on resiliency practices, provide training to become a Resiliency Training Assistant (RTA), stay up to date on monthly DoD Bridge Chats, and attend meetings with Resiliency Coordinator.

AUGUST 2016 – JULY 2017

ADMISSIONS COORDINATOR, RICHBORO REHABILITATION AND NURSING CENTER (RICHBORO, PA)

Receiving patient referrals, coordinating between Director of Nursing and hospitals for patient care, reviewing cost of living and admission paperwork with family members, providing facility tours, visiting surrounding area hospitals, creating welcome packages for new residents, coordination with doctors' offices about patient paperwork, coordinating monthly meetings with doctors' offices.

JANUARY 2011 – APRIL 2018

PHOTO SPECIALIST/PHARMACY TECHNICIAN, WALGREENS (LEVITTOWN, PA)

Photo Technician: Responsible for assisting customers with product location, printing both in-store and online photo orders, maintained store overstock area and refill shelf products, cleaning at the end of the night, answering phone calls, ordering photo inventory (such as photo paper, ink, etc.), receiving store inventory, running the register, and counting registers at the end of shifts.

Floater Pharmacy Technician: Responsible for assisting the pharmacy with prescription fill and refills and prescription pick-up/ drop off from customers, answering the phones, inputting new prescriptions into the computer system, filling in for pharmacy technician call outs, and acting as a liaison between the customer and the pharmacist.

EDUCATION

OCTOBER 2021 – PRESENT

MASS MEDIA AND COMMUNICATIONS, ARIZONA STATE UNIVERSITY

Bachelor of Arts (BA)

ADDITIONAL ACTIVITIES

INTELLIGENCE COURSES

- Intelligence Fundamentals Course
- Geospatial-Intelligence Imagery Analysis Course
- DCGS Imagery Intelligence Analyst
- DIA Advanced Analytic Briefing Workshop

- NGA: Synthetic Aperture Radar Fundamentals
- DCGS 100 Online Course
- Counterintelligence Briefing and Debriefing
- Air-to-Surface Weapons
- NGA: Introduction to Geospatial Intelligence Doctrine

RESILIENCY COURSES

- Resilience Training Assistant Course
- Master Resilience Trainer Course
- Applied Suicide Intervention Skills Training workshop

MISC.

- HIPPA and Privacy Act Training
- Member of the Air Force Sergeants Association