

Aravis Alistair Thomas

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EMPLOYMENT HISTORY:

Lecturer of First Year Composition

Texas A&M—San Antonio

9/1/2019 to Present

Instructor of Record for Technical Writing and Composition courses. Designs syllabi, lesson plans, and lectures. Creates and delivers innovative presentations by incorporating multi-modal technologies to include social media, TED Talks, YouTube, e-books, and other relevant materials. Provides instruction on how to conduct in-depth research using library resources to include, online databases, printed materials and scholarly journals. Provides feedback on all writing projects at each stage on the writing process (planning, drafting, and revision). Teaches students to design various technical documents to include brochures, proposals, recommendation reports, memorandums, letters, and professional presentations. Completes initial progress reports, assigns mid-term and final grades using institution's online system. Review and incorporate feedback from student and faculty evaluations to ensure that learning objectives are met. Uses Black Board Learn to grade assignments, provide progress reports, post assignments and course content, and to communicate with students outside of the classroom. Mentors undergraduate students in academic goals; focusing keenly on professional development, effective study habits, and time management skills. Encourages exceptional students to consider graduate school. Maintains discretion and privacy about all student related matters. Participates on department committees and attends departmental meetings.

Adjunct English Faculty

Texas A&M—San Antonio

8/1/2017 to 5/30/2019

Instructor of Record for Technical Writing and Composition courses. Designs syllabi, lesson plans, and lectures. Creates and delivers innovative presentations by incorporating multi-modal technologies to include social media, TED Talks, YouTube, e-books, and other relevant materials. Provides instruction on how to conduct in-depth research using library resources to include, online databases, printed materials and scholarly journals. Provides feedback on all writing projects at each stage on the writing process (planning, drafting, and revision).

Teaches students to design various technical documents to include brochures, proposals, recommendation reports, memorandums, letters, and professional presentations. Completes initial progress reports, assigns mid-term and final grades using institution's online system. Review and incorporate feedback from student and faculty evaluations to ensure that learning objectives are met. Uses Black Board Learn to grade assignments, provide progress reports, post assignments and course content, and to communicate with students outside of the classroom. Mentors undergraduate students in academic goals; focusing keenly on professional development, effective study habits, and time management skills. Encourages exceptional students to consider graduate school. Maintains discretion and privacy about all student related matters.

Management Assistant, GS-5
JBSA Lackland, San Antonio, TX

2/6/2017 to 11/15/2018

Assists in the planning, organizing, and executing of the Records Management Program. Assists with interpretation of policy and procedures; provides guidance to 502 Wing agencies and mission partners for records (both paper and electronic) creation, maintenance, and use and disposition management. Assists users with the operation of the Air Force Records Information Management System (AFRIMS). Oversees the execution of the JBSA records staging operation. Assists records professionals in the disposal, transfer or retirement of inactive records. Receives and stores Wing inactive records to include unclassified or sensitive (Privacy Act System of Records), into JBSA Staging Facilities. Directs and assists with the segregating, screening, assembling listing, boxing/binning of records presented for storage. Reviews electronic transmittal/transfer documentation for accuracy and completeness. Coordinates transfer of records with long-term or permanent retention with the applicable servicing Federal Records Center. Obtains required accession numbers and coordinates applicable shipping requirements. Periodically, but not less than twice a year, conducts physical inventory of staged holdings. Comparing physical inventory against electronic data in AFRIMS, maintains current and accurate inventory of staged records to facilitate easy retrieval, destruction, or identification of those records frozen as a result of litigation, etc. from one assignment to another, such as using different packages to: edit lengthy and complicated reports; collect, select, organize, and provide information; track the status of a number of projects assigned to the organization; and resolve incompatibility problems in transferring text from one software package to another when menu options and specific software instructions are not available. Develops methods and procedures for office automation tasks, and identifies and solves problems in existing methods or procedures. Uses word processing software to create, copy, edit, store, retrieve, and print forms, memos, and letters; uses database or spreadsheet software to create, enter, revise, sort, or calculate, and retrieve data for reports; and uses graphic software to provide graphs and charts for reports and presentations.

Adjunct English Faculty
St. Philip's College, San Antonio, TX

1/17/2017 to 5/30/2017

Developed writing/composition curriculum for undergraduate students; designed syllabi, created lesson plans, selected reading materials. Created and presented oral lectures; utilized multi-modal techniques to increase student comprehension and relatability including social media, google docs and slides, and YouTube. Focus course instruction particularly on strengthening written and oral communication skills, reading skills, technical writing skills, and quantitative interpretation. Facilitated group discussions to encourage students' critical thinking and analytical skills. Tracks and measures progress of students using institution's online system (Canvas). Advises students and leadership on performance issues requiring corrective action or supplemental training. Constructs and implements additional training plans as necessary. Completes initial progress reports, assigns mid-term and final grades using institution's online system. Review and incorporate feedback from student and faculty evaluations to ensure that learning objectives are met. Attends meetings, developmental training, and conferences to remain current on innovative pedagogical technologies; including multi-modal, online, and social networking techniques. Meets with other faculty members to strengthen cohort cohesiveness and moral. Mentors undergraduate students in academic goals; focusing keenly on professional development, effective study habits, and time management skills. Encourages exceptional students to consider graduate school. Maintains discretion and privacy about all student related matters.

Teaching Assistant II, English Department
University of Texas at San Antonio

8/2014 to 11/2015

Instructor of Record for the following: Technical Writing, Freshmen Composition, Literary Theory and Criticism. Developed and provided training to over 150 students: instructed courses; created and presented oral lectures, designed syllabi, created lesson plans. Assisted undergraduate students with strengthening written and oral communication skills, reading skills, literary analysis, and quantitative interpretation. Mentored undergraduate students in academic goals; focusing keenly on professional development, effective study habits, and time management skills. Encouraged exceptional students to consider graduate school. Maintains discretion and privacy about all student related matters. In *Supervised Teaching in English* (PhD course), received training to evaluate the effectiveness of course materials, instruction, and learning objectives of other part-time faculty in graduate cohort: evaluated instructor technique, student participation and interaction, and compliance and adherence to established institutional policies, procedures, requirements, and lesson plans to measure effectiveness of curriculum. Received instruction on best practices used to conduct effective evaluations.

Graduate Research Assistant, Graduate English Department
University of Texas at San Antonio

9/2012 to 8/2014

Provided editorial and research assistance to faculty when necessary. Used in-depth research methods to analyze, interpret, and synthesize data. Performed administrative assistance, including filing, copying, faxing and e-mail correspondences. Prepares paperwork and test packets for the M.A. Comprehensive Exam. Maintains the faculty schedule spreadsheet each semester. Updates faculty office hours each semester.

Research Assistant to Dr. Jeanne Reesman

6/2012 to 8/2012

University of Texas at San Antonio

As research assistant, procured various media and documents pertinent to professor's book project; including over 200 books and journal/newspaper articles. Analyzed academic journals for relevancy to project. Located and cited specific quotes in books to be used in professor's project. Provided in depth research methods to retrieve data and information for faculty member. Liaison between faculty members and UTSA's inter-library loan staff to obtain materials owned by other university libraries. Provided feedback and annotations on articles and book chapters as needed.

Information Management Technician

5/2007 to 7/2008

United States Air Force, Grand Forks Air Force Base, ND

Exceptional program manager. Managed, maintained, and inspected file plans for over 30 offices to ensure records were in compliance with governing policies and guidelines. Assisted staff in locating and selecting the appropriate legal guidelines, references and procedures for creating file plans. Provided training and education to unit records management technicians. Ensured records custodians met base requirement; tracked and scheduled records custodians' annual base training, maintained training certificates. Highly skilled Records Information Management (RIMS) user. Created, retrieved, and managed electronic files. Managed publications and forms. Made travel arrangements for the organization using the Defense Travel System (DTS). Created office correspondence. Edited letters and other office correspondence for grammatical accurateness, spelling, and formatting. Filled in for Commander's secretary/executive; screened telephone calls and visitors, took messages, scheduled and re-scheduled appointments, managed calendar, greeted and assisted visitors. Updated office personnel duty/recall roster.

Supervisor of Information Management, Command Post

11/2006 to 4/2007

United States Air Force, Misawa Air Base Japan

Program management expert; performed all substantive administrative functions of the office. Managed paper publications, forms, and Operating Instructions. Created instructional guidance manuals for office administrative programs. Managed office files. Utilized a variety of word processing automation software functions to support office operations and produce a variety of textual documents such as letters, reports, memos and form letters. Created office correspondence. Edited letters and other office correspondence for grammatical accurateness,

spelling, and formatting. Located, assembled and composed information for various reports, inquiries, and nontechnical correspondence. Supervised and trained 10 personnel during base-wide operational exercises.

Conducted base-wide response activities in support of operational exercises. Performed computer support duties for an 11-person work-center; to include installing/uninstalling drivers, hardware, software, peripherals and programs, installing PKI/CAC readers, loading service packs and patches, desktop and laptop setup, adding/deleting computers and printers to the local network domain, troubleshooting basic computer problems on both the classified and unclassified network, assisting with the setup of users' e-mail accounts, creating/configuring mailboxes (user, custom), creating distribution lists, creating public/personal/private folders and providing any other desktop assistance needed.

Supervisor of Information Management

11/2005 to 11/ 2006

United States Air Force, Kunsan Air Base, Korea

Skilled program management expert—managed multiple high-level, critically sensitive programs. Managed the performance report program for over 230 individuals; processed, edited and tracked employees performance reports. Created spreadsheets to accurately track employee reports. Participated in weekly staff meeting with organizational leadership to provide program updates. Ordered RIPS weekly using PC-III. Ensured individual's employee reports were correctly formatted, grammatically correct, and updated to the employees' permanent record. Highly skilled Records Information Management (RIMS) user. Managed and inspected electronic and paper files for nine offices. Provided weekly training to unit records custodians on file plan maintenance, guidelines, and dispositions. Ensured records custodians met base requirement; tracked and scheduled records custodians' annual base training, maintained training certificates. Updated individual's personal information utilizing Personnel Concepts III (PC-III). Updated multiple Microsoft Access databases used to track performance reports and other official documentation. Applied extensive knowledge of rules, procedures, and operations to perform the routine clerical and secretarial functions, assignments and administrative work of the office. Utilized a variety of word processing automation software functions to support office operations and produce a variety of textual documents such as letters, reports, memos and form letters. Created office correspondence. Edited letters and other office correspondence for grammatical accurateness, spelling, and formatting. Located, assembled and composed information for various reports, inquiries, and nontechnical correspondence.

Supervisor of Information Management

7/2002 to 10/2005

United States Air Force, Lackland Air Force Base, TX

Program management expert for a 104-person organization. Responsible for tracking information functions and managing various programs for the unit. Created and implemented suspense tracking procedures to ensure timeliness and compliance with AF policies and procedures.

Created informational spreadsheets and power point slides for Section Commander. Updated senior leadership through oral briefings on weekly on upcoming deadlines and project status. Secured and maintained classified information. Implemented and monitored the Freedom of Information Act (FOIA) and Privacy Act (PA) Manager for a highly sensitive Government agency. Implemented policy and procedures to manage government information and provided information-related assistance and services to the general public and other government agencies. Interpreted and applied laws, regulations and policy guidance to provide access to agency records and information and ensured protected information was appropriately disclosed. Worked closely with all units having equity in requested documents to ensure documents were properly reviewed and sanitized prior to release to the public. As the PA manager, made determinations about disclosures, issuance of denials, redactions, and use and dissemination of personally identifiable information. Conducted initial orientation and annual training to all facility personnel to ensure protection of PA and FOIA information. Publications and form manager. Provided Information Management support for Geographically Separated Unit (GSU) in Misawa, Japan. Utilized Records Information Management (RIMS) program to managed electronic and paper files. Created, edited, and revised Military Operating Instructions(OIs) and manuals. Created office correspondence. Edited letters and other correspondence for grammatical accurateness, spelling, and formatting. Supervised two student employees; submitted civilian time-sheets for processing and payment. Filled in when Commander's secretary was unavailable; answered phones, updated calendar, scheduled appointments, greeted guests. Assisted with the set-up and organization of retirement ceremonies. Processed official and non-official government mail.
*** Deployed in support of Operation Iraqi Freedom 5/2004 to 9/2004 ***

Information Management Journeyman

8/1999 to 5/2002

United States Air Force, Ramstein Air Base, Germany

Maintained and secured classified information. Assisted the organization's superintendent in the management of personnel activities in support of over 500 individuals. Responsible for the maintenance, upgrade and configuration of \$70,000 worth of automated data processing computer equipment. Liaison between section personnel and functional system administration on all computer matters. Assisted with networking computer hardware to the Ramstein Wide Area Network. Created and maintained organization's web page. Managed office files.

Information Management Apprentice

8/1997 to 7/1999

United States Air Force, Kadena Air Base Japan

Prepared Temporary Duty Orders (TDY) for the organization. Assisted supervisor with the Air Force Weight Management Program. Maintained and managed Personnel Information Files (PIFs). Liaison between work section and Japanese representative for utility conservation program. Distributed official mail. Organized awards and decorations ceremonies for the organization. Managed office files.

EDUCATION:

PhD in English (in progress)
University of Texas at San Antonio

Master of Arts in English (2013)
University of Texas at San Antonio

Bachelor of Arts in English (2010)
University of Maryland, Adelphi, MD

HONORS AND DISTINCTIONS:

Doctoral Fellowship in English, University of Texas San Antonio (Aug 2013-Nov 2015)
Air Force Commendation Medal (2006)
Air Force Achievement Medal (1999)
Global War on Terrorism Expeditionary Medal, Honorable (2004)
Air Force Communications and Information Award (2005)
San Antonio Federal Employees Award, 1st Runner-up, Administrative Category (2005)
Honor Graduate, Information Management Technical Training School (1997)

OTHER SKILLS AND ABILITIES:

Highly proficient with office automation procedures and equipment including spreadsheet design and implementation, task management, presentation design, MS office suite, laser jet printers, desktop and laptop computers, multi-line phones, office letterheads and templates. TS/SCI (inactive). Types 70 WPM.