

Daniel Milan

Teaching Assistant

Contact

16892 Stage Rd
Lanexa, VA 23089
(757)784-4151
Danielmilan3@gmail.com

Hiring manager
Williamsburg Christian
Academy
101 Schoolhouse Lane
Williamsburg, VA 23188

Dear Hiring Manager

Are you looking for a Teaching Assistant?

- Fifteen years in experience managing, mentoring and teaching young adults
- Great leadership and problem-solving skills
- Excellent oral and written communication skills
- A passion to learn and to continue to grow

If so, then you need to look no further. You will see from my enclosed resume that I meet all these qualifications and more.

I would very much like to discuss the Learning Facilitator job opportunity at Williamsburg Christian Academy in Williamsburg, VA. I feel that I will be an incredible asset to your school and will work to meet and exceed all expectations. I am a dedicated results-driven individual that will push himself to learn every aspect of writing and developing a curriculum. I have vast experience in a fast-paced environment as a senior Noncommissioned officer for the U.S. Army that performed at a high level in every environment imaginable. I have taught many classes as an Instructor at the Army Powerplant Repairer School in Ft. Eustis, VA. I was also the primary trainer of the mandatory training class on Sexual Harassment Assault and Response Program (SHARP). If you would like to schedule an interview with me, please contact me at 757-784-4151 or at my email address danielmilan3@gmail.com.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,

Daniel Milan

Enclosure

DANIEL MILAN

Teaching Assistant

Lanexa, VA 23089 danielmilan3@gmail.com

7577844151

I am an experienced leader ready and willing to share my knowledge and experience in the classroom. I have been responsible for up to 110 soldiers while in the Army, my experience will aid in my transition as a full-time teacher. Working as a teaching assistant will allow me time to learn some of the smaller details of being a teacher. Your school will get a hard worker that will be able to learn quickly on the job.



WORK EXPERIENCE

Teaching Assistant

Williamsburg Christian Academy – Williamsburg, VA

January 2021 to Present

- Assistant to 3rd Grade Mrs. Bowels and fills in when necessary.
- Helps with lesson planning and facilitating groups to a class of 17.
- Will be tasked to be a substitute teacher in the absence of lead teachers.
- Helps with other teachers to give breaks to all teachers in the lower school.
- Helps to facilitate the transition to International Bachelorette (IB) and the Middle Years Program (MYP)

Platoon Sergeant (Supervisor)

B Co 122nd Aviation Support Battalion- U.S. Army - Fort Bragg, NC

- October 2013 to June 2017
- Senior noncommissioned officer (NCO) responsible for the supervision, mentorship, and welfare of two commissioned officers, 22 junior NCOs 58 service members.
- Balanced mission requirements with aircraft maintenance, soldier readiness, and daily support tasks, ensured all were completed to standard.
- Responsible for maintaining and accounting for \$10,000,000 worth of military equipment with no losses.

Component Repair Platoon Production Control NCO

B Co 602nd Aviation Support Battalion- U.S. Army - Camp Humphreys

September 2011 to September 2013

- Managed maintenance for seven military occupational specialties in the component repair platoon with scheduled and unscheduled aviation maintenance work orders.
- Briefed daily statuses of maintenance work orders ensuring all work orders are completed within 30 days or less. Responsible for the logistical tracking and procurement of parts and POL required to complete the maintenance task.
- Supervised the workflow and manhours of 55 personnel as the senior maintenance manager for the platoon.

Instructor/Writer

3rd Staff and Faculty- U.S. Army - Fort Eustis, VA January 2009
to September 2011

- Certified Aviation Maintenance Instructor was responsible for the technical and tactical training of incoming service members to become competent Aviation Powerplant Mechanics.

- Trained prospective Army Aviation mechanics in the maintaining and troubleshooting of General Electric T700/T701/C/D, Rolls Royce CR30, Honeywell T-55 712/714 and T53 engines and the Auxiliary Power Units on the UH-60, AH-64, and the CH-47 aircraft.
- Created and changed the curriculum to facilitate current and up-to-date information in accordance with appropriate Technical Maintenance manuals.



EDUCATION

College in English, graduating in Spring 2022

Grand Canyon University - Phoenix, AZ August 2020
to Present



SKILLS

- **Aviation**
- **Microsoft Office (10+ years)**
- **Aircraft Notebook (ACN) (3 years)**
- **Army Leadership Schools (Primary Leadership Development Course, Advanced Leadership Course, and Senior Leadership Course)**
- **Production Management**
- **Aircraft Maintenance**
- **Military Experience**
- **Computer Networking**
- **Facilities Management**
- **Sexual Harassment and Assault Response Course**



MILITARY SERVICE

Branch: United States Army

Rank: SFC

October 2000 to Jan 2021

Commendations:

- Army Aircrew Badge Master
- Army Commendation Medal (8 Awards)
- Army Achievement Medal (2 Awards)
- Afghanistan Campaign Medal
- Iraq Campaign Medal
- National Defense Service Medal (2 stars)
- Army Good Conduct Medal (6 Awards)
- Non-Commissioned Officer Professional Development Ribbon (Numeral 3 device)
- Global War on Terrorism Expeditionary Medal
- Global War on Terrorism Service Medal