



Patricia Coleman
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Ms. Coleman joined National Security Cyberspace Institute as Executive Assistant in 2008. She is responsible ensuring the accuracy and timeliness of all actions associated with human resources, billing, monthly reporting, bookkeeping, and security. Ms Coleman has over 28 years experience in administrative, personnel and executive support to include several years as a Professional Military Education Instructor and IG Inspector. During the span of Ms. Coleman's career, she has utilized her proven leadership skills to enhance operating efficiencies in each organization she has been assigned to. In addition to her extensive administrative background, she also served as Directorate Information/Personnel Security Manager and Resource Advisor.

EDUCATION:

2008, Bachelors of Management Studies, University of Maryland University College

CAREER CHRONOLOGY

1. October 2008 – Present, Executive Assistant, National Security Cyberspace Institute, Inc.
2. January 2007 – September 2008, Senior Administrator, Select Innovation LLC
3. May 2000 – December 2006, Executive Assistant to the Senior Technical Advisor, AFC2ISRC, Langley AFB VA
4. June 1995 – December 1999, Superintendent, Information Management/Personnel, Headquarters ACC Plans and Programs, Langley AFB VA
5. June 1994 – June 1995, Chief Executive Services/Inspector General (IG) Assistant, Seventh Air Force (PACAF), Osan AB, ROK
6. August 1992 – June 1994, Information Management Inspector (IG), Headquarters ACC, Langley AFB VA
7. August 1991 – August 1992, Superintendent, Headquarters Squadron Section, 480th Air Intelligence Group (ACC), Langley AFB VA
8. August 1990 – August 1991, Chief Base Information Management, 5073d Air Base Squadron (PACAF), Shemya AFB AK
9. April 1988 – August 1990, Chief Information System Manager, 1986th Communications Squadron (AFCC), Zaragoza AB Spain
10. April 1986 – April 1988, Chief, Leadership and Management, 16th AF Leadership School, 406th Combat Support Group (USAFE), Zaragoza AB Spain
11. April 1984 – April 1986, Publication Distribution Manager, 48th Combat Support Group (USAFE), RAF Lakenheath, UK
12. December 1979 – April 1984, Chief, Publishing Branch, 376th Strategic Wing (SAC), Kadena AB Japan
13. August 1977 – December 1979, Documentation and Base Distribution Clerk, 436th Air Base Group (MAC), Dover AFB DE