

Haylee (May) Patterson-Whitlock

graphic design • copyright • video editing • social media mgmt
content planner • PR • website mgmt • creative writing
communication coordination • content writing

Awards and Recognition:

- Air Force Commendation Medal, 543rd Intelligence Surveillance and Reconnaissance Group, 2017
- Air Force Outstanding Administration Airman Award, 543rd Intelligence Surveillance and Reconnaissance Group, 2016
- Air Force Commendation Medal, 543rd Intelligence Surveillance and Reconnaissance Group, 2016

Volunteer Experience:

- **Social Media Committee Member** for Junior League of Lansing, 2020 - current.
- **Social Media Project Leader** for SEED (Self-Regulation, Early Experience, and Development) Lab, Psychology department of Eastern Michigan University, 2020 - current.
- **Social Media & Communication Project Leader** for Wills C. Patterson Our Own Thing Chorale, 2021 - current.
- **VP of Social Media** at PRSSA (Public Relations Student Society of America) of Eastern Michigan University, 2021 - current.
- Led Sexual Assault Prevention and Response briefing team of 10. Coordinating and conducting 30+ briefings to 590 Airmen.
- Victim Advocate volunteer, 450 training hours completed. 1K hours served on-call for Sexual Assault Prevention and Response hotline.
- Organized fundraising events to assist in raising \$7K in scholarships for 9 students with African American Heritage Committee.
- Allocated 5K awareness kits with ChildSafe, raising awareness and prevention of child abuse to 600 attendees.
- Served 9 hours at local State Hospital delivering meals to 100+ patients. Distributed 33K lbs of food at local food-bank. 27K meals delivered.
- Girl Scouts Community Organizer, hosted start-up troop meetings in elementary schools in the Waverly, Holt and Grand Ledge school districts, 2019.

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hayleempatte.com • @hayleempatte

Education:

- Eastern Michigan University, graduation Dec 2021
[Psychology major/Communication major]
- Mount Hope Leadership School, 12 weeks, 2020
- Highline College, 52 credit hours, 2017
- Community College of the Air Force, Information Resources Management, 48 semester hours, 2016
- Airman Leadership School, 5 weeks, 2016
- Knowledge Operations Management Technical Training, 7 weeks, 2012

Work History:

Substitute Teacher,

EduStaff, 2020 to current

Teacher Assistant,

Holbrook Early Childhood Education, 2019

Childcare Provider,

Morgan Early Learning Center, 2018

Administrative Technician,

U.S. Air Force, 2016 - 2017

Commander Support Element Technician,

U.S. Air Force, 2013 - 2016

Knowledge Operations Manager,

U.S. Air Force, 2012 - 2013

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Work Experience:

Office Management

- Led a 5 member administrative technician team for an 800 member organization.
- Completed on-the-job training in administrative duties for 7 co-workers.
- Established inventory for 88 U.S. Government assets worth \$56K as equipment custodian. Implemented a records tracking system for 1K items, increased office on-time rate by 45%.
- Created continuity binders and training routine for 14 programs.
- Conducted 4 records management office evaluations. Identified and corrected 12 errors.
- Created, prepared, and presented 110+ Microsoft Excel and PowerPoint presentations.
- Developed a 6 month personnel office development strategy for unit Director.
- Organized and consolidated 14 organizational trainings, briefings and recognition ceremonies.

Customer Service

- Issued U.S. government ID cards for 600+ military members and their families.
- Created performance report and awards review checklist, reducing multi-coordination efforts for 800 co-workers.
- Crafted standard operating procedures, customer service feedback reports and 4 how-to's.

Human Resources

- Administratively supported 3.8K military members in 11 organizations.
- Reviewed 30+ travel orders and vouchers worth \$20K, netted in less than 72 hours.
- Demand Reduction trusted agent.
- Notified and processed 560 co-workers on mandated drug testing enforcing zero tolerance policy.
- Accounted for 4K employees during routine safety drills.

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Work Experience:

Elementary Education

- Assistant teacher for a 3rd grade classroom of 27.
- 500 hour experience in full time substitute position.
- Proctored classroom math testing and monitored students performance.
- Supported growth track in individual students' reading and math during small group lessons and one-on-one reading assessments.
- Completed daily tracking for the statistics of student engagement and responsiveness in classroom database.

Early Childhood Education

- Developed activities to support cognitive, emotional, and physical learning objectives including motor learning, social interaction, and reasoning for children aged 3 to 5.
- Planned indoor and outdoor activities, and special events, focusing on safety, accountability, supplies, emergency action plans to support learning objectives.
- Observed program participants for signs that may indicate illness, abuse, or neglect, and maintained close cooperation with the family advocacy program.
- Maintained a healthy, positive, and engaging learning environment for all children by encouraging positive behavior and individual accomplishments through individual work plans.
- 840 hours as childcare provider experience.