

Ramona Hinojosa Gloria
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EXPERIENCE

Simulator Maintenance Technician II for C-5 and KC-135
Flight Safety on Altus AFB, Altus, Oklahoma
October 2006 to January 2011

Duties included:

- Accomplishing day-to-day maintenance of aircrew training devices
- Perform scheduled and unscheduled maintenance on simulators, computers and Associated Aircrew Training System (ATS) equipment
- Provide full-time customer support regarding operational procedures
- Complete maintenance data collection and inspection procedures for required ATS equipment

Skills in Aviation Mechanics:

- Avionics Software: Understanding how to program and interact with software for aircraft electronics.
- Data Analysis & Interpretation: Skills in processing and understanding data from sensors and diagnostic tools.
- Systems Integration: Knowledge of how to integrate new digital systems with existing maintenance infrastructure.
- Simulation Programming: Ability to work with or program aviation simulators.
- Database Management: Skills for building and managing large aviation databases.

Warehouse Inventory Associate & CSR (Customer Service Representative) for Logistics Dept.
Bar-S Foods Co., Altus, Oklahoma
September 2003 to June 2006

Duties included:

- Welcome customers, assist customers with any questions or concerns, and show professionalism in representing Bar-S as a company.
- Inspect, load, and unload inventory for customers.
- Work closely with USDA to prepare international inventory. High-level inspection before the customer reaches US customs.
- Prepare paperwork such as Invoices and Bill of Ladings for customers after receiving their products.
- Scheduling arrivals and departures of incoming customers.
- Day-to-day inventory check of rotating products. Loading oldest products first.

Co-Pastor/Treasurer
Healing Waters Ministries, Altus, Oklahoma
October 2016 to Present

Prepare bi-weekly sermons in accordance with the organization's beliefs and give sermons during the Sunday morning service. As a Treasurer, prepare a financial database of income and expenses of the church. Give a monthly spreadsheet of all expenses to the board members. Give quarterly reports to all board members and annual expense reports to the entire congregation, bookkeeper of all income, and make weekly deposits. Manage all bills, tag registration, insurance on all properties, etc.

EDUCATION

- Student at Texas Tech University- Pursuing a Bachelor's Degree of Science in Computing Applications
 - Projected Graduation- Fall 2026
- Graduated from Western Oklahoma State College in May 2025.
 - Double majoring in Business Administration and Liberal Arts.

ORGANIZATIONS

- Student Senate Officer
 - WOSC Rotaract Liaison & Board Member
 - TRIO/WINDS Vice President
 - Phi Theta Kappa Vice President
 - Hispanic Student Association
 - Pioneer Programmers
 - Science Club
- Graduated from SWTC- Simulator Technician Program in Altus, Oklahoma in June 2003.

CERTIFICATES/AWARDS

- Electronic Assembler
 - Industrial Maintenance Mechanic
 - Fluid Power Mechanic
 - National Vocational-Technical Honor Society
 - Leadership Academy Certificate of Training
 - Southwest Technology Center Perfect Attendance Certificate
- Graduated from Olustee High School in May 2001- General Studies

CERTIFICATES/AWARDS

- Principal Honor Roll
- Computer Applications

COMMUNITY INVOLVEMENT

- City On Our Knees (non-profit city function) from April 2010 to September 2015. Coordinated and managed this city-wide event. Retrieved necessary permits, set budget for annual expenses, raised funds according to an estimate of needs, scheduled line-up for entertainment, recruited volunteers, and coordinated food preparation.
- Nehemiah Initiative: Helping the Jackson County community with home improvements such as painting, replacing water heaters and commodes, installing ceiling fans, etc.
- Operation Care- Volunteering time to serve the needs of my community through serving meals, handing out food baskets, and ministering.

REFERENCES

- Kelia Manos (580) 477-7925
- Victoria Bruce (580) 471-1072
- Tracey Dempsey (580) 301-4009
- Rachel Beckner (580) 477-7702