

Eileen Pember

Operations, Logistics & Admin Manager

4225 NE Tremont Court
Lee's Summit, Missouri 64064
816.516.2943

Civilian and Military Education:

B.S. in Business Administration,
University of Phoenix, Phoenix, AZ
2000

Command and General Staff
College, Fort Leavenworth, KS,
2005

Inspector General's Course- Ft.
Belvoir, VA - 2001

Senior Transportation Officer's
Course- 1996

Multi-Functional Logistics Officer
Course 1994

Military Police Officer
Basic and Advanced Courses-
1984/1992

Years with US Army Reserves:
2 active duty, 26 years total;
Retired 2006

US Army Branches Qualified:

Military Police
Transportation
Logistics

Security Clearance: Secret

Licenses: Real Estate Agent

PEMBER CONSTRUCTION INC.

Lee's Summit Missouri

2005 - Present

Mrs. Pember co-owns Pember Construction Inc. specializing in construction management, project management and owner's representative services for commercial and residential projects. Currently Pember Construction Inc is contracted to the City of Warrensburg Missouri where we are responsible for several public building projects including a new police headquarters, city hall remodel, animal shelter, public works maintenance building and several other smaller buildings. Mrs. Pember's duties include supervising and coordinating all aspects of the business operations such as accounting, marketing, finance, insurance and bonding and information technology.

Keller Williams Real Estate - Real Estate Agent Property Manager

Belton, Missouri

2002- Present

Manage numerous rental properties (all facets as required). Represent the client's best interests in either selling or purchasing a home. Identify customer needs, screen all comparable properties within the limitations set by the client and present to client for decision/selection. Ensure all actions are conducted within the specified code of conduct established for Agents by the State Board as well as the Broker/Agency.

Computer Sciences Corporation- Knowledge Management Senior Professional

Fort Leavenworth, Kansas

2008 - Present

Captures published intellectual capital and knowledge assets, classifies, tags and prepares assets for inclusion in the knowledge base. Responds to need(s) and promotes relevant knowledge assets to defined populations. Measures the effectiveness and productivity impact of the knowledge management systems. Links routine information in databases, historical records, and employee's knowledge base to the knowledge management portal to ensure company information needs are met. Attends to details and reviews content of knowledge management to ensure accuracy and applicability. Develops and maintains moderately complex to complex knowledge assets/objects in web-based knowledge repositories

Northrop Grumman - Military Analyst

Fort Leavenworth, Kansas

2000 - 2008

Joint Non-Kinetic Effects Model (JNEM) System Database Manager for the U.S. Army's Battle Command Training program, develop a data base which supports the Operational Environment of the Exercise Location and training objectives of the exercised Command (Commander's Intent) as well as, graphical representations and explanations of events and observations. Collect process and analyze computer simulation battlefield data for the operational environment to support training events for Senior level commands. Conduct doctrinal research, develop and facilitate presentations, and collaborate across division lines on operation analysis.

Assist professional development of military counterparts through informal mentoring, formal classroom instruction, and leadership by example.

U.S. ARMY

Wichita, Kansas

Feb 2003 – August 2004

Lieutenant Colonel Pember served in the US Army as Deputy Commander of the 209th Area Support Group at Belton, MO. Duties included supervising a staff of 20 personnel as well as subordinate units located in a three state area.

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Banc One - Mortgage Loan Processor, Collector

Phoenix, Arizona

1997 – 2000

Process mortgage loan applications for sub-prime lending environment; research credit status; verify mortgage and employment information; coordinate appraisal services, title company research and closing agent assistance.

Review files for overall quality assurance of mortgage loans; problem resolution and lien perfection.

Contact customers regarding delinquency, assist them with returning to fluid financial status. Provide customer support as needed.

Court Information Processor III, Support Enforcement Officer- Maricopa County Superior Court

Phoenix, Arizona

1982 – 1995

Manage case actions in limited jurisdiction Courts; research legal policies and procedures, establish/maintain tracking system ensuring timely processing of legal documents; review and process incoming court petitions, ensure compliance with applicable statutory requirements; assist and refer public and legal agencies.

Locate and interview parties, mediate with litigants and or attorneys to determine defendants support obligations/ability to comply with existing court orders; secure agreements; collect data to enforce orders; maintain accounts, research legal issues and applicable laws, prepare case files for Judges when enforcement hearings are necessary.

US Army Reserves- Retired

1980 to 2006

Served as Deputy Commanding Officer, 209th Corps Support Group, from 2005-2006. Responsible for ensuring all staff functions occur in accordance with directives from the Commander and Higher Headquarters. Staff functions include such actions as promotions, pay, personnel transfers, legal and or corrective personnel actions, training compliance, safety compliance, logistical administration and security, train and mentor subordinate soldiers and staff sections regarding specific compliance issues.

Served as Deputy Inspector General, 89th Regional Support Command from 2000-2004. Deployed in support of Operation Iraqi Freedom. Duties included plan, manage and conduct inquiries and investigations based on allegations of impropriety. Obtain and examine records and all other supporting facts which pertain to the accurate and complete collection of information necessary for the inquiry or investigation. Prepare reports for official record which specifically outline all facts, details, findings and recommendations.

Served as Battalion Commander, 484th Transportation from 1998 - 2000. Duties included providing organizational oversight and guidance to seven different units totaling over 600 assigned personnel in a two-state area. Responsible for the coordination of

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transporting cargo as required, various projects as assigned, training, mobilization, readiness, administration and logistics for each of the units. Provide direct supervision of subordinate company commanders and battalion primary and special staff officers. Serve as liaison officer to other agencies for coordination and communication, facilitate working relationships.

Served as Group Administrative Officer, 164th Corps Support Group from 1995 –1998. Duties included the direct supervision of S1 staff of 8 soldiers. Provided for the overall administrative support of over 1500 soldiers within the group. Responsible for reporting readiness to the commander, payroll, promotions, forecasting personnel replacement requirements, coordinating special staff assignments such as chaplains, medical doctors, legal advisors etc. Responsible for recruiting, retention programs and family support programs. Served as project manager on various additional duty assignments.

Served as Company Commander, 164th Corps Support Group with over 200 soldiers assigned from 1990 – 1995. Duties included direct supervision of platoon leaders and first sergeant as well as six full time employees. Our company was responsible for the personnel and logistics support of the Group, to include; payroll, promotions, communications, food service, supply and vehicle and equipment maintenance.