

**CORNERSTONE CHARTER ACADEMY  
CORNERSTONE CHARTER ACADEMY HIGH SCHOOL  
Governing Board Candidate Application**

Date: 2/12/19

Name: Adeel Javed Mirza  
First Middle Last

Home Address: 2524 Kissam Ct Belle Isle Florida 32809  
(Street) (City) (State) (Zip)

Phone: 321-689-6451 E-mail: ajmirza@yahoo.com

Employer Name: Power Engineering Group, Inc.

Title / Position: Vice President of Operations

Type of business or organization: Electrical Construction

Do you have any children attending Cornerstone Charter Academy? No

Are you willing, if selected, to be fingerprinted and subjected to a criminal background check?  Yes  No

Please Check each area of expertise you would contribute to the board:

- |   |   |
|---|---|
| <input type="checkbox"/> Community Service    | <input checked="" type="checkbox"/> Management  |
| <input type="checkbox"/> Fund Raising         | <input type="checkbox"/> Public Relations       |
| <input type="checkbox"/> Marketing            | <input type="checkbox"/> Grant Writing          |
| <input type="checkbox"/> Parent Involvement   | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Education            |   |
| <input type="checkbox"/> Law                  |   |
| <input checked="" type="checkbox"/> Personnel |   |
| <input type="checkbox"/> Finance              |   |

Please tell us anything else you'd like to share: \_\_\_\_\_

\_\_\_\_\_

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**\*\*Please attach a resume / curriculum vitae to this application.**

**Thank you very much for applying**

Please return this application to Kelly Mallon (Board Liaison) [kmallon@academica.org](mailto:kmallon@academica.org)

2524 KISSAM CT. • ORLANDO, FL 32809  
P: 321-689-6451 • AJMIRZA@YAHOO.COM

# ADEEL J MIRZA

## EDUCATION

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Webster University <i>Master's in Business Administration</i>	Orlando, FL
University of Central Florida <i>Bachelors in Engineering Technology</i>	Orlando, FL
University of Maryland <i>Associates of Arts in Business Administration</i>	Baltimore, MD
Army NCO Academy <i>Warrior Leader Certificate</i>	Grafenwoehr, GE
Army Adjutant General School <i>Administrative Specialist Certification</i>	Ft. Jackson, SC

## WORK OF EXPERIENCE

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Apr 2008-Current	Power Engineering Group Inc. <i>Project Engineer/Project Manager</i>	Orlando, FL
	<ul style="list-style-type: none"><li>• Prepare cost, time, and material estimates for the construction, repair, and maintenance of commercial, industrial, and government projects.</li><li>• Calculate monthly progress billing on various projects</li><li>• Screen and review resumes and applications for potential employees</li><li>• Effectively communicate with the client and handle any concerns that may arise</li><li>• Coordinate with field personnel and sub-contractors to confirm that they are meeting the project timeline</li><li>• Analyze contracts and documents to verify that they are in the best interest of the company</li><li>• Locate and acquire specified equipment and material</li><li>• Examine and interpret project blueprints and specifications</li><li>• Formulate accurate project timelines and schedule of values</li><li>• Review invoices and billing for accuracy</li><li>• Prepare project submittals and O&amp;M manuals for project startup and closeout</li></ul>	
Jan 2007- Mar 2008	United States Army <i>Human Resource Non Commissioned Officer in Charge</i>	Hanau, GE
	<ul style="list-style-type: none"><li>• Supervised day to day operation of all administrative reassignment actions for the Hanau and Budingen communities during the deactivation of six units.</li><li>• Responsible for the accountability and maintenance of all passports requests which improved the passport sections efficiency by 15 percent.</li><li>• Reviewed, corrected, and submitted enlisted evaluation for subordinate units</li><li>• Assisted in maintaining and updating soldiers records</li><li>• Responsible for the supervision and issuance of military ID cards</li><li>• Responsible for analyzing and advising subordinate units on all personnel issues that pertain to reassignments, evaluation, records and passports.</li></ul>	

- Nov 2005-Dec 2006      United States Army      Hanau, GE  
*Reassignments Specialist*
- Responsible for the production and distribution of reassignment orders to the Hanau community.
  - Assisted in predeployment punch list for deploying soldier in the Hanau area
  - Cross trained with other department for replacement purposes
  - Assisted the information management officer in setting up mobile networks

- Nov 2004-Oct 2005      United States Army      San Antonio, TX  
*Human Resource Specialist*
- Responsible for the maintenance and accuracy of the strength management reports and the unit commanders finance report for three companies of soldiers.
  - Responsible for the daily in and out processing of Brook Army Medical Center personnel.
  - Assisted in processing leave for all military personnel within Battalion

### **LANGUAGES**

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I am fluent in English, Urdu, and Hindi.

### **AWARDS & COMMENDATIONS**

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- Construction Management Certificate
- OSHA 30hr Certificate
- ARC CPR Certificate
- ARC First Aid Certificate
- Army Achievement Medal (4)
- Army Commendation Medal
- Army Certificate of Achievement (4)
- Good Conduct Medal
- Military Secret Clearance Dated September 2005