

KIM THOMAS MICHALOWSKI

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SUMMARY

I have spent my career in service to my country by serving in the US Military and working for the Department of Veteran Affairs and the Wisconsin Department of Veteran Affairs. I served in various leadership positions at increasingly higher levels of responsibility.

SKILLS

- Good oral communication skills
- Good written communicator
- Excellent presentation skills
- Solid ability with Word and Excel
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EXPERIENCE

07/2012 to 05/2015

Director-Bureau of Claims

WI Department of Veteran Affairs — Milwaukee, WI

Was Director of the Bureau that advocated for Veterans to the Federal VA for compensation and pension claims and death benefits.

Supervised a staff of 15 personnel (Benefits Specialists and support staff) that worked with State and Federal agencies to assist Veterans in WI obtaining Federal VA benefits. Worked with Veterans and/or family from claim inception to final decision. The Bureau also represented Veterans with appeals to the VA Board of Veteran Affairs.

During my tenure I developed comprehensive Service Officer training and accreditation program that accredited over 100 new service officers for the WI County Veteran Service Officer Association and other entities that employed service Officers.

02/2004 to 06/2012

Claims Supervisor

VA Milwaukee Regional Benefit Office — Milwaukee, WI

Supervised various teams of people that provided non-service connected disability pension and death pension benefits to Veterans and widows in a 12 state region. Consistently had a team that performed at the highest levels in the department.

was responsible for outreach and training to service officer stakeholders in the 12 state region; ensuring they were properly trained on claims submission and had a solid understanding of claim requirements.

Supervised the Congressional Advocacy team that handles all congressional inquiries from the 12 states in the region. Team members were regularly singled out by Congressional offices for their courtesy and professionalism.

Retired from Federal Service on June 2012

08/1987 to 02/2004

Veterans Service Representative

Milwaukee VA Regional Office — Milwaukee, WI

Performed various functions over the years to assist and process claims by Veterans with the department for federal VA compensation, pension and survivor benefits.

Worked with outside stakeholders ranging from medical personnel, Veteran Service Officers from various departments and veterans to obtain evidence and process claims.

Received numerous performance over the years along with increasing levels of responsibility ranging from Team Trainer, Team Lead and the office Military Records Specialist.

04/1977 to 07/2006

Command Sergeant Major

United States Army Reserve — Milwaukee, WI

Performed duties in Army Reserve during this period at increasing levels of responsibility and leadership.

Duties included time as a Drill Sergeant, Platoon Sergeant, 1st Sergeant, Operations Noncommissioned Officer in Charge, Director of Instruction and finally Brigade Command Sergeant Major and Commandant of the Division Drill Sergeant School.

Received various awards and decorations to include: The Legion of Merit, two Meritorious Service Medals, six Army Commendation Medals, six Army Achievement Medals, six Army Reserve Component Achievement Medals. The National Defense Service Medal, 3rd award, the Vietnam Service Medal, the Vietnam Campaign Medal, the Military Outstanding Volunteer Medal, the Armed Forces Reserve Medal and the Air Force Good Conduct Medal.

Retired in July 2006.

04/1970 to 02/1974

Sergeant

United States Air Force

Served in USAF as a Security Police Officer, with a tour of duty in Vietnam as a K9 handler. Honorably discharged in February 1974.

EDUCATION AND TRAINING

1969

Messmer High School — Milwaukee, WI, United States

1979

Bachelor of Arts: History and Education

University of Wisconsin-Parkside — Kenosha, WI, USA

2004

Master of Science: Management Science

Cardinal Stritch University - Brookfield — Brookfield, WI, United States

2000

Graduate: Senior Army Leadership

US Army Sergeants Major Academy — El Paso, TX, USA

During time in military also attended:

1st Sergeant Course

Advanced NCO Course

Basic NCO Course

Battle Staff Course

Small Group Instructor Training Course

Drill Sergeant School
Infantry School
Army Mortar School
USAF K9 training (on-the-job)
USAF Security Police School
USAF Basic Training

ACTIVITIES AND HONORS

President and Vice President Fisher House of WI Board of Directors 2009-2015
SALs Sober Houses Board of Directors 2016-Present
UWM-Military and Veterans Resouce Center Advisory Board Jan 2018 to present
Memeber of Masonic Lodge 37, Waukesha, WI
Life member Veteran of Foreign Wars
Life Member Vietnam DogHandlers Association'
Life member Air Force Security Police Association
Life Member Strategic Air Command Elite Guard Association
Member of WI American Legion