

MARGARET NGO (CASTRO)

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OPEN TO SKILLBRIDGE (MAY 2026)

LOGISTICS FLEET MANAGER AND ANALYST

Professional Summary

Operations and program support professional with over three years of experience in logistics operations, leadership coordination, and community engagement within the U.S. Air Force. Experienced in planning and executing events, drafting official communications, tracking program outcomes, and briefing senior leadership. Skilled in stakeholder coordination, data-driven reporting, and supporting mission-critical initiatives in fast-paced environments.

Education

Bachelor of Applied Science in Public Relations / Image Management (GPA: 3.67)

Waldorf University

Dean's List Spring 2025 & Summer 2025

Expected Completion: FALL 2026

Associate of Applied Science – Maintenance Production (GPA: 3.7)

Community College of the Air Force

Dean's List Fall 2023 & Spring 2024

November 2023 – January 2024

Experience

United States Air Force

Fleet Manager & Operations Analyst (Aug 2023 – Present)

18th Logistics Readiness Squadron, Kadena Air Base, Japan

Hours: 40+

- Coordinated maintenance production, scheduling, and fleet readiness operations in support of mission requirements. Managing over 1,200 government vehicles, supporting the 18th Wing operations and exercise readiness and support.
- Analyzed operational data and tracked fleet performance metrics to support readiness reporting and leadership decision-making.
- Collaborated with cross-functional teams to manage resources, resolve operational issues, and improve process efficiency.
- Prepared operational updates and briefed leadership on fleet status, scheduling impacts, and readiness trends.

United States Air Force

Fleet Manager & Operations Analyst (Nov 2022 – Aug 2023)

35th Logistics Readiness Squadron, Misawa Air Base, Japan

Hours: 40+

- Supported vehicle fleet operations through maintenance coordination, scheduling, and performance tracking.
- Assisted leadership with operational planning and execution by providing accurate status updates and analysis.
- Maintained accountability of resources and supported compliance with operational standards.
- Communicated operational priorities and scheduling changes to internal stakeholders.

LEADERSHIP & COMMUNITY ENGAGEMENT EXPERIENCE

Activities Council Lead / Community Engagement Coordinator

United States Air Force – Squadron Level Council

Okinawa, Japan

Awards: Gold & Silver Presidential Volunteer Service Awards

Letter of Recognition & Coin from Regional Vice President of PACAF USO

Hours: 421

- Led planning and execution of morale, welfare, and community engagement events supporting 850 Airmen and their families. Leading 16 events and generating over 300 hours of volunteer work throughout the squadron. Raising \$12,000 to fund events for the 18th Logistics Readiness Squadron.
- Drafted official emails, announcements, and event messaging distributed to squadron members and leadership.

- Tracked participation data and assessed event outcomes to evaluate impact on morale and family engagement.
- Briefed squadron leadership on event status, execution results, and post-event outcomes
- Coordinated with internal teams and external partners, including the USO, to support successful public-facing initiatives