

AL SUMMERS

EDUCATIONAL & TRAINING CONTENT EDITOR | AI CONTENT QUALITY REVIEWER | INSTRUCTIONAL DOCUMENT SPECIALIST

Jamestown, NC | 336.471.1830 | admin@alsummers.com

PROFESSIONAL SUMMARY

Educational and training content editor, AI content quality reviewer, and instructional document specialist with extensive experience in education, training, operations, quality control, and professional documentation. Background includes college-level leadership and management instruction, direction of education programs, contractor training and oversight, operational procedures, assessments, checklists, proposals, presentations, and document-control systems. Skilled at reviewing AI-generated and human-written materials for grammar, clarity, logical consistency, accuracy, audience appropriateness, question-and-answer alignment, instructional usability, and professional formatting. Brings a practical human-QA approach that evaluates whether content actually works for the learner or end user—not merely whether it is grammatically correct.

CORE COMPETENCIES

Educational Content Editing • Training & Instructional Content • AI Content Quality Assurance • Copyediting & Proofreading • Instructional Clarity • Logical Consistency • Question/Answer Alignment • Assessment Review • Learner/User Usability • Audience Appropriateness • Content Validation • Document Quality Control • Technical Editing • SOP & Procedure Development • Training Documentation • Checklists & Assessments • Document Control • Microsoft Word • PowerPoint • Excel • Adobe Acrobat/PDF

RELEVANT EXPERIENCE

Owner, President & CEO | Affiliated Corporate Services, LLC 2024–Present

- Manage start-up operations and strategic planning for an independent business management consultancy.
- Prepare and present customer-facing proposals, bids, and business documentation.
- Coordinate customer communication, sales activity, and operational planning.

Associate Director, Regional Operations | Encompass Onsite LLC 2019–2024

- Managed contractually obligated services supporting 1,000+ retail stores across North Carolina, South Carolina, and Georgia.
- Oversaw approximately 1,500 work tickets monthly while maintaining service, invoicing, and compliance requirements.
- Recruited, onboarded, trained, and supervised subcontractors servicing retail operations.
- Maintained compliance with health and mandated safety requirements.

District Manager | Supreme Maintenance Organization (SMO) 2005–2019

- Directed custodial operations across North Carolina, South Carolina, and Virginia, including responsibility for as much as \$5 million in contractually obligated services.
- Managed start-up of more than 100 UPS sites and additional educational facilities, including community colleges and public schools.
- Maintained customer communication and ensured staffing, supplies, equipment, invoicing, and mandated safety requirements were addressed.

Account Manager / HR Manager | Supreme Maintenance Organization (SMO) 1995–2005

- Managed custodial operations at public venues and a 1.5-million-square-foot distribution center.
- Facilitated account start-ups and managed HR activities, including new-employee orientation, investigations, and background checks.

Military Education Instructor / Director of Education / Commandant, Leadership School | United States Air Force 1990–1995

- Provided professional, college-level instruction in leadership and management courses.
- Served as Director of Operations, Director of Education, and Commandant of a Leadership School.
- Managed a staff of professional educators and maintained continuing-education requirements.
- Trained newly promoted Non-Commissioned Officers in leadership and management.

SELECTED CONTENT & QUALITY-ASSURANCE CAPABILITIES

- Human review of AI-generated and human-written educational, training, and instructional materials.
- Grammar, spelling, punctuation, sentence structure, terminology, clarity, and logical-consistency review.
- Instruction/question/activity usability review from the learner or end-user perspective.
- Question-and-answer alignment, internal consistency, and assessment-item quality review.
- Audience and grade appropriateness when an assignment permits reasonable editorial judgment.
- Professional Word, PowerPoint, and PDF formatting, standardization, and document production.
- Development and refinement of SOPs, procedures, training materials, assessments, checklists, and instructional documents.
- Final quality-control review for readability, consistency, formatting, and release readiness.

PORTFOLIO PROOF OF CONCEPT

Educational Content Editing & Quality Review Sample — Grade 6 Science (fictional demonstration)

Demonstrates review of AI-generated instructional content for grammar, instructional clarity, scientific/logical precision, question quality, answer alignment, grade appropriateness, formatting consistency, revision quality, and final learner-view QC.

HUMAN-QA REVIEW METHOD

Read for meaning → Identify defects → Verify instructional logic → Revise → Check question/answer alignment → Standardize formatting → Perform final learner/user-view quality control

EDUCATION & PROFESSIONAL DEVELOPMENT

Community College of the Air Force (CCAF) — Education, Training & Development (Occupational Education), 1989–1993

CCAF, Maxwell AFB, Alabama — Certificate in Military History, 1991

Southern Illinois University, March AFB, California — Occupational Education studies

Registered Building Service Manager (RBSM) — Certification

Professional Development — Additional coursework in supervision, leadership, and management

TECHNICAL & DOCUMENT TOOLS

Microsoft Word • Microsoft PowerPoint • Microsoft Excel • Adobe Acrobat / PDF workflows • Professional document formatting • Document standardization • AI-assisted content review and quality-control workflows