

MD0619

CURRENT LOCATION: ORCHARD PARK, NY
RELOCATION: PREFER NORTHEAST; BUT OPEN FOR THE RIGHT OPPORTUNITY
CLEARANCE: NONE (PAST SECRET)
CERTIFICATION: PMP CERTIFIED
AVAILABILITY: ONE MONTH FROM OFFER
EDUCATION: MASTERS (INFORMATION SYSTEMS); BS
POSITION TYPE: FULL-TIME; REMOTE

PROJECT ENGINEER • PROJECT MANAGER • SENIOR LEADERSHIP

PROFESSIONAL SUMMARY

Accomplished Project Engineer and Senior Leader with more than 15 years of experience within large, diverse organizations. Expertise in implementing process improvements across functions and verticals with breadth of experience in business analysis, software solutions, and contamination control on aircraft systems and space cleanrooms. A natural communicator, effectively collaborating at all levels and with multicultural audiences, while guiding highly skilled teams toward a common goal. Success derived from application of lessons learned analysis and industry best practices to manage risk upon multiple lines to protect assets, property, and equipment valued more than \$20M, while meeting stakeholder expectations. *United States Marine Corps Veteran.*

AREAS OF EXPERTISE

Project Management	Risk Management / Mitigation	Quality Assurance / QA
Information Technology	Training & Development	Subject Matter Expert / SME
Data Analytics	Policy Implementation	Cross Functional Leadership
Resource Management	Safety Management / SOPs	Maintenance Management

SAMPLE PROJECTS DELIVERED

- **PROJECT MANAGER, IWI-N CERTIFICATION MODULE** – Worked with Viewpoint Systems to create the iWI-N Certification Module. This module established a means of digitally monitoring and controlling cleanroom certifications, eliminating all potential of human error, reducing processing times, and notifying the required parties of upcoming and due certifications daily.
- **PROJECT MANAGER, SOFTWARE VALIDATION** – Created and maintain Moog's Paperless Factory Floor System validation process to ensure all updates received from vendors perform as they should and meet all requirements per the agreed-upon contract.
- **PROJECT MANAGER, PAPERLESS TRANSITION** – Guided and directed multiple worldwide Moog facilities through the paperless transition of manufacturing, assembly, and test work instructions. These paperless transitions provide Moog with millions of points of data for analytics to improve processes.

PROFESSIONAL EXPERIENCE

MOOG INC. – EAST AURORA, NY	2010 – PRESENT
OPERATIONS PROJECT ENGINEER (2018 – PRESENT)	
SYSTEM ADMINISTRATOR / PROGRAMMER / SME (2016 – 2018)	
CONTAMINATION ANALYST (SPACE & DEFENSE GROUP) (2012 – 2016)	
ASSEMBLER TECHNICIAN (AIRCRAFT GROUP) (2010 – 2012)	
UNITED STATES MARINE CORPS – VARIOUS LOCATIONS	2005 – 2009
PROJECT / PROGRAM MANAGER, QUALITY ASSURANCE (2007 – 2009)	
AIRCRAFT MAINTENANCE SUPERVISOR (2007 – 2009)	
AIRCRAFT MECHANIC (2004 – 2009)	

EDUCATION • CERTIFICATION

Master of Information Systems – Business Analytics, University of Phoenix	2018
BS, Information Technology – Software Engineering, University of Phoenix	2015
PMP , Project Management Professional Certification, PMI / Vets2PM	2019
Graduate Business Analytics Certification , University of Phoenix	2018

SOFTWARE: Microsoft Office, SAS, SQL, Java, C++, HTML, .NET, iWI-N, MBS, Softterra, SharePoint
OPERATING SYSTEMS: Mac / Microsoft Windows (95, 98, XP, Vista), Windows 7, 8, & 10

COMMENDATION: Recipient of multiple awards for outstanding performance and professionalism. Full list available upon request.

JL0519

CURRENT LOCATION: PITTSBURGH, PA
RELOCATION: NO
CLEARANCE: SECRET
CERTIFICATION: PMP; PROFESSIONAL MANAGER CERTIFICATION
AVAILABLE: AUGUST 2019
EDUCATION: BACHELOR'S IN BUSINESS MANAGEMENT
POSITION TYPE: FULL-TIME; CONTRACT; REMOTE; FEDERAL; GOVERNMENT CONTRACTOR

PROJECT MANAGER • DIRECTOR OF QUALITY

SUMMARY

Accomplished Project Manager with 20+ years of experience within a large, diverse organization. Expertise in Project, Program, Operations, and Personnel management, providing critical services to a global workforce. Experienced in planning, directing, and delivering program excellence in aviation maintenance, construction, and training / development, while ensuring policy and procedure effectiveness and continuous improvement. A natural communicator, effectively liaising at all levels and across divisions while guiding multifunctional teams toward a common goal. Success derived from application of lessons learned analysis and industry best practices to effectively manage budgets, personnel, assets, processes, and delivery of stakeholder objectives. *U.S. Air Force Veteran, Secret security clearance, available August 2019.*

AREAS OF EXPERTISE

Project Management	Program Management	Quality Assurance / QA
Process Improvement / CPI	Strategic Planning	Operations Management
Stakeholder Engagement	Resource / Budget Management	Training & Development
Team Leadership / Mentor	Risk Management / Mitigation	Validation / Compliance

SAMPLE PROJECTS DELIVERED

PROJECT MANAGER, CPI - Identified stakeholders and analyzed expectations to conduct a lean CPI project to shorten key propeller repair shop processes and increase capacity. Developed change management plan by directing how changes would be managed and led and developed the team to execute deliverables. Analyzed lessons learned for continuous incremental project improvement and collated lessons learned to conduct a full project review to update organizational knowledge base.

PROJECT MANAGER, MISSION PLAN - Identified key requirements, deliverables, expectations, and goals to conduct a 60-day mission to Poland to enhance NATO partnerships. Developed change management plan by defining how changes would be managed and used HR / procurement management plans to acquire / manage resources to meet requirements. Used variance analysis and WPR to report project performance and analyzed lessons learned to conduct a full project review for organizational knowledge base.

CAREER HISTORY

UNITED STATES AIR FORCE

INSPECTOR GENERAL SUPERINTENDENT – RAMSTEIN AB, GERMANY	2018 – PRESENT
DIRECTOR, MAINTENANCE GROUP (AEROSPACE GROUND EQUIPMENT) – RAMSTEIN AB, GERMANY	2017 – 2018
DIRECTOR OF QUALITY – RAMSTEIN AB, GERMANY	2015 – 2017
PRODUCTION SUPERINTENDENT, MAINTENANCE – RAMSTEIN AB, GERMANY	2014 – 2015
PROGRAM MANAGER, SPECIALIZED PERSONNEL (SECTION CHIEF) – RAMSTEIN AB, GERMANY	2013 – 2014
PROGRAM MANAGER, PROGRAMS AND RESOURCES – LITTLE ROCK AFB, AR	2012 – 2013
MANAGER, MAINTENANCE SUPPORT – LITTLE ROCK AFB, AR	2011 – 2012
MANAGER, AEROSPACE PROPULSION MAINTENANCE – LITTLE ROCK AFB, AR	2009 – 2011
POSITIONS OF INCREASING RESPONSIBILITY – VARIOUS LOCATIONS	1997 – 2009

EDUCATION • CERTIFICATION

BBA, Management (Cum Laude), University of Management and Technology	2016
AAS, Aviation Maintenance Technology, Community College of the Air Force	2013
PMP, Project Management Professional Certification, PMI / Vets2PM	2019
DAWIA Level 1 Certification, U.S. Air Force	2016

COURSEWORK / TECHNICAL SPECIALTIES: Risk Management, Technical Reviews, Production, Quality and Manufacturing Fundamentals, Fundamentals of System Acquisition Management, Jet Engine Mishap Investigation (JEMIC) Course, ISO 9000, CAD, Defense Contract Management Agency (DCMA), Contracting Officer's Representative (COR).

ESP 0319

CURRENT LOCATION: COLORADO SPRINGS, CO (JULY 2019)
RELOCATION: NO; DENVER AREA PREFERENCE
CLEARANCE: TOP SECRET (CURRENT)
CERTIFICATION: PMP; PROFESSIONAL MANAGER CERTIFICATION / PMC
AVAILABILITY: 1 AUGUST 2019
EDUCATION: BS
POSITION TYPE: FULL-TIME; GOVERNMENT, CIVILIAN, CONTRACT

PROJECT MANAGEMENT • OPERATIONS MANAGEMENT • SENIOR LEADERSHIP

SUMMARY

Accomplished Leader with more than 20 years of experience within a large, diverse organization. Expertise in Project, Program, and Operations Management, serving as liaison across international business partners and contractors providing critical services to a global workforce. Experienced in project and program planning, execution, and delivery, ensuring efficient processes and effective procedures to safely deliver stakeholder objectives for U.S. and international operations. A natural communicator, effectively liaising at all levels and across divisions / cultures, while guiding multifunctional teams toward a common goal. Success derived from application of lessons learned analysis and industry best practices to develop and foster strong relationships, promote teamwork, and strengthen coalitions. Seasoned writer and presenter experienced in briefing high level executives and global decision makers. *United States Air Force Veteran, active TS/SCI security clearance (February 2018), available July 2019.*

AREAS OF EXPERTISE

Project Management	Program Management	Operations Management
Strategic Operational Planning	Policy & Procedure Development	Administration / HR Management
Senior International Liaison	Stakeholder Engagement	Budget / Resource Management
Team Leadership / Mentor	Training & Development	Performance Improvement

CAREER HISTORY

UNITED STATES AIR FORCE

SENIOR OPERATIONS MANAGER (SUPERINTENDENT), OPERATIONS GROUP – RAMSTEIN AB, GERMANY	2017 – PRESENT
OPERATIONS MANAGER (FUNCTIONAL MGR.), USAF-EUROPE/AFRICA HQ – RAMSTEIN AB, GERMANY	2016 – 2017
MANAGER, RADAR APPROACH CONTROL SYSTEMS, OPERATIONS SUPPORT – JB MDL, NJ	2015 – 2016
PROJECT / PROGRAM MANAGER, AIR TRAFFIC CONTROL / AF CENTRAL COMMAND - AL U'DEID, QATAR	2014 – 2015
TEAM LEADER, TOWER OPERATIONS (CHIEF CONTROLLER) – DYESS AFB, TX	2013 – 2014
POSITIONS OF INCREASING RESPONSIBILITY – VARIOUS U.S. AND GLOBAL LOCATIONS	1994 – 2012

EDUCATION • CERTIFICATION

BS, Professional Aeronautics, Embry-Riddle Aeronautical University	2011
AAS, Aeronautics / Aviation / Aerospace Science and Technology, University of MD University College	2009
PMP, Project Management Professional Certification, PMI / Vets2PM	2019
PMC, Professional Managers Certification, Community College of the Air Force	2013

COMMENDATION: Recipient of numerous awards for leadership and performance excellence. Full list available upon request.

TMS 0319

CURRENT LOCATION: DEPTFORD, NJ
RELOCATION: YES, OPEN TO RELOCATION; PREFER CA, NV, VA, GA, NY, TX, DC, MD, VIRGIN ISLANDS
CLEARANCE: SECRET, ADJUDICATED DEC 2010
CERTIFICATION: CAPM, SECURITY+, ITIL FOUNDATIONS V3
AVAILABILITY: FALL 2019
EDUCATION: MA; BS
POSITION TYPE: FULL-TIME (FEDERAL, GOVERNMENT, CONTRACT)

INFORMATION TECHNOLOGY • DIRECTOR • MANAGER • SITE MANAGER • PROJECT MANAGER

SUMMARY

Accomplished Project Manager with 13+ years of experience within large, diverse organizations. Expertise in planning, managing, and directing service operations for multiple computer networks and IT equipment, guiding cross-functional teams to implement change. A natural communicator, effectively liaising at all levels and across divisions, while leading specialized teams toward a common goal. Collaborates with site leads, project managers, IT operations experts, and customers to achieve program objectives and comply with technical contract performance requirements / SLAs. Success derived from application of lessons learned analysis and industry best practices to adapt to changing business needs, address emerging priorities, and continuously improve efficiency and effectiveness of service operations. *U.S. Air Force Veteran, Active DoD Secret Security Clearance (adjudicated December 2010).*

AREAS OF EXPERTISE

Project Management	Program Management	Information Technology
Stakeholder Engagement	Project Planning – Delivery	Risk Management / Mitigation
Business / Cost Management	Resource Management	Strategic Planning
Team Leadership / Mentor	Enterprise Customer Service	Business Process Re-Engineering

- Plan, manage, and lead daily Tier II service operations on unclassified computer network. Received 36K+ tickets and resolved 11K+, while maintaining 99% technical performance requirements of contract SLA.
- Validated Knowledge Base training documents to ensure relevant training repository for personnel.
- Served as Lead Project Manager on multiple initiatives including \$70K Firewall Refurbishment and Perimeter Performance Enhancement installation, \$83K Enterprise Telephony Management System, \$320K Tactical Forecast System, and implementation of \$108K Instrument Landing System.
- Tracks quantifiable performance metrics to elevate productivity and secure significant cost savings.
- Analyzes and modifies systems to ensure optimal efficiency.

CAREER HISTORY

ENTERPRISE CUSTOMER SERVICE TIER II NORTHEAST REGIONAL MANAGER, SAIC – MCGUIRE AFB, NJ 2015 – PRESENT
UNITED STATES AIR FORCE
DIVISION SUPERVISOR, COMMUNICATIONS FOCAL POINT – HAMPTON, VA 2013 – 2014
DIVISION SUPERVISOR, CLIENT SYSTEMS – OSAN AB, SOUTH KOREA 2011 – 2013
PROJECT MANAGER / SUPERVISOR, PLANS AND IMPLEMENTATION – MONTGOMERY, AL 2008 – 2011
INFORMATION TECHNOLOGY PROJECT MANAGER – MONTGOMERY, AL 2006 – 2008
SUPERVISOR, AIR FORCE DIRECTORY SERVICES PROGRAM CONTROL – MONTGOMERY, AL 2005 – 2006

EDUCATION • CERTIFICATION

MA , Information Technology Management, Webster University - Webster Groves, MO	2011
BS , Management / Computer Information Systems, Park University - Parkville, MO	2006
PMP , Project Management Professional Certification in progress, PMI	Expected 2018
ITIL Foundation Certificate in IT Service Management, EXIN	2015
Security+ , CompTIA	2014
Security+ CE , CompTIA	2011

COURSEWORK: Lean Six Sigma, Project management for IS / IT Professionals, and Six Sigma Green Belt.

MRR0319

LOCATION: COLORADO SPRINGS, CO
RELOCATION: OPEN, DOMESTIC OR INTERNATIONAL
CLEARANCE: TS/SCI (AWARDED APR 2018)
CERTIFICATION: PMP, CSM, SAFE, TRUE COLORS FACILITATOR, ADOBE CERTIFIED EXPERT, ADOBE CERTIFIED INSTRUCTOR
AVAILABLE: MUST PROVIDE AMPLE NOTICE TO CURRENT EMPLOYER
EDUCATION: MASTER'S DEGREE IN COMMUNICATIONS & LEADERSHIP
POSITION TYPE: FULL-TIME, REMOTE (WITH STANDARD / FULL-TIME BENEFITS)

PROJECT MANAGEMENT • PROGRAM MANAGEMENT

SUMMARY

Accomplished Leader with more than 20 years of experience within a large, diverse organization. Expertise in Project, Program, and Operations Management of global initiatives, providing strategic oversight, and establishing sound processes and procedures for on time delivery of stakeholder objectives. Experienced leading large, enterprise-wide projects at the tactical and strategic levels to identify and solve gaps, manage risk, foster collaborative culture, and ensure continuous process improvement. A natural communicator, effectively liaising at all levels and across cultures, while leading highly engaged teams toward a common goal. Success derived from application of lessons learned analysis and industry best practices. *United States Air Force Veteran, TS/SCI Clearance, open to relocation / travel.*

Pursuing Project / Program Management role with an organization seeking a trusted leader with breadth of experience and a commitment to organizational excellence and total customer satisfaction.

AREAS OF EXPERTISE

Project Management	Program Management	Operations Management
Project Planning – Delivery	Strategic Planning / Analysis	Risk Management / Mitigation
Organizational Development	Stakeholder Engagement	Training & Professional Development
Budget / Resource / Forecasting	Continuous Improvement	Public Relations / Communications

CAREER HISTORY

PROGRAM MANAGER, COBHAM ADVANCED ELECTRONIC SOLUTIONS – COLORADO SPRINGS, CO	2018 – PRESENT
UNITED STATES AIR FORCE	
SENIOR OPERATIONS MANAGER, PUBLIC AFFAIRS / SPACE COMMAND – PETERSON AFB, CO	2016 – PRESENT
DIRECTOR OF COMMUNICATIONS, HR/FUNCTIONAL MANAGER – SCOTT AFB, IL	2014 – 2016
PROJECT MANAGER / OPERATIONS MANAGER – YOKOTA AB, TOKYO, JAPAN	2011 – 2014
GENERAL MANAGER, RADIO AND TELEVISION STATION MANAGER – KOREA	2009 – 2011
SENIOR MANAGER, REGIONAL NEWS DIRECTOR, AMERICAN FORCES NETWORK PACIFIC	2006 – 2009
USAF DIRECTOR OF TRAINING, AMERICAN FORCES NETWORK-LAJES/RADIO TV STATION	2004 – 2006
USAF NATIONWIDE NEWS CORRESPONDENT, AIR FORCE TV/ TV JOURNALIST	1999 – 2004
USAF SR PRODUCER/ANCHOR, AMERICAN FORCES NETWORK-KOREA/ TV JOURNALIST	1998 – 1999
USAF RADIO & TV BROADCAST JOURNEYMAN, AMERICAN FORCES NETWORK-AVIANO	1996 – 1998

EDUCATION • CERTIFICATIONS • TRAINING • AWARDS

MS , Communications and Leadership, Gonzaga University – Spokane, WA	2013
BA , Communications/General Studies, Excelsior College – Albany, NY	2009
AAS , Community College of the Air Force – Randolph AFB, TX	2006

PMP, Project Management Professional Certification, PMI	2019
Lean Six Sigma Advanced Masters Certificate, Villanova University	2017
Project Management Advanced Masters Certificate, Villanova University	2015
Adobe Certified Expert, Adobe Premiere Pro	2013
Adobe Certified Instructor, Adobe Premiere Pro	
A Call to Action, Instructor Platform Training	
Certified True Colors™ Facilitator - https://truecolorsintl.com	

TECHNOLOGY: Advanced User of Microsoft Office (2003, 2007, 2010, 2013, 2016); Access, Word, Excel, PowerPoint, Outlook, SharePoint. **OPERATING SYSTEMS:** Mac/Microsoft Windows (95, 98, XP, Vista), Windows 10.

RECOGNITION: Recipient of numerous awards for service, commendation, and leadership. Full list available upon request.

MEG0219

LOCATION: MD; OPEN TO RELOCATION; EASTERN TN, WESTERN NC/SC; ME; NH; WASHINGTON, DC METRO; VA BEACH/HAMPTON ROADS/NORFOLK, VA
CLEARANCE: TS/SCI (ACTIVE)
CERTIFICATION: PMP; CISM; COMPTIA SECURITY+
AVAILABLE: 1 AUGUST 2019
EDUCATION: BS, BUSINESS ADMINISTRATION
JOB TYPE: FULL-TIME; GOVERNMENT; CONTRACTOR

PROJECT MANAGEMENT • PROGRAM MANAGEMENT • OPERATIONS MANAGEMENT

PROFESSIONAL SUMMARY

Accomplished Senior Leader with more than 20 years of Project and Program Management within a large, diverse organization. Expertise in Project, Program, and Operations Management, guiding skilled teams in providing services to a global workforce. Breadth of experience in budget / resource management, strategic planning, workforce development, process improvement, and managing risk on complex program initiatives. A natural communicator, effectively liaising at all levels and across divisions / organizations, while guiding multifunctional teams toward a common goal. Success derived from application of lessons learned analysis and industry best practices to effectively monitor resources, acquisitions, and standards development while providing services to 106K global personnel. *U.S. Air Force Veteran, Chief Master Sergeant.*

AREAS OF EXPERTISE

Project Management	Program Management	Operations Management
Financial / Resource Management	Strategic Vision / Planning	Project Management Lifecycle
Stakeholder / Vendor Management	Risk Management / Mitigation	Workforce Development
Team Leadership / Mentor	Analysis / Problem Solving	Training / Process Improvement

CAREER HISTORY

UNITED STATES AIR NATIONAL GUARD (ANG)

PROGRAM MANAGER, CYBER PLANNING, INTEGRATION & SUSTAINMENT – JB ANDREWS, MD 2016 – PRESENT

Manages 83 professionals, providing direction and oversight for Cyberspace Planning of 106K users, advising stakeholders on integration of \$78M cyber / space requirements annually across the global IT enterprise.

- Manages \$1.2M annual program budget, responsible for validating field requests and prioritizing operations, training, and readiness programs.
- Guides special projects, enabling stakeholder visibility and coordination status of hundreds of positions.
- Oversees HR Management, including performance reviews, recognition, and professional development.
 - Leads Communications Working Group within a Site Activation Task Force preparing for installation of the Logistics Information System (ALIS), resulting in providing 16 locations with communications roadmap for the eventual delivery of 360+ F-35A aircraft to the Air National Guard.
 - Oversees project planning methods, standards development, and IT integration strategies, resulting in successful delivery of 34 projects, valued at \$40M.
 - Fosters process improvement by synchronizing organizational structure with workforce, resulting in a 50% reduced HR processing time and increased stakeholder visibility of accurate, critical information.
 - Lobbied for and secured \$76K in key training to ensure secure systems / future response capabilities.

PROGRAM MANAGER, OPERATIONS / COMMUNICATIONS – JB ANDREWS, MD 2013 – 2016

IT PROJECT MANAGER, ANG READINESS CENTER – JB ANDREWS, MD 2011 – 2013

CYBER AND COMMUNICATIONS TECHNICIAN, AIR REFUELING – BANGOR, ME 1996 – 2011

EARLY / ADDITIONAL CAREER HISTORY

SUPERVISOR / POSTAL EMPLOYEE, UNITED STATES POSTAL SERVICE – HAMPDEN, ME 1994 – PRESENT

NETWORK CONTROL SPECIALIST, UNITED STATES MARINE CORPS – OKINAWA, JAPAN & NORFOLK, VA 1988 – 1994

EDUCATION • CERTIFICATION

BS, Business Administration (Summa Cum Laude), University of Maryland University College	2014
AAS, MIS, Community College of the Air Force (CCAF)	2011
AAS, Electronic Systems Technology, CCAF	2010
PMP, Project Management Professional Certification, PMI / Vets2PM	2019
CISM, Certified Information Security Manager, ISACA	2018
PMC, Professional Manager Certification, CCAF	2013

BM0109

CURRENT LOCATION: STUTTGART, GERMANY
RELOCATION: RELOCATING TO NORTHERN CALIFORNIA JULY 2019
CLEARANCE: CURRENT TOP SECRET / SCI
CERTIFICATION: PMP
AVAILABILITY: AUGUST 01, 2019
EDUCATION: MA & MPA
POSITION TYPE: SEEKING FULL TIME / PERMANENT ROLE

SENIOR PROJECT / PROGRAM MANAGEMENT • OPERATIONS MANAGEMENT • MA / MPA

PROFESSIONAL SUMMARY

Accomplished Senior Leader with more than 20 years of experience within a large, diverse organization. Expertise in Program, Project, and Operations Management, responsible for providing critical services to a global workforce. Experienced leading teams of 200+ in dynamic, high tempo environments, with a comprehensive background in planning and execution of Defense Intelligence and International Diplomacy for domestic and global operations. A natural communicator, effectively liaising at all levels, while guiding multifunctional teams toward a common goal. Success derived from application of lessons learned analysis and industry best practices to manage complex risk to protect lives, property, and equipment valued \$133M+, while exceeding stakeholder expectations. *United States Air Force Veteran, TS/SCI Security Clearance, available August 2019. Bilingual (English / Spanish).*

AREAS OF EXPERTISE

Project Management	Program Management	Operations Management
Policy Implementation / Planning	Executive Administration	Stakeholder Engagement
Strategic Planning / Risk	International Affairs	Intelligence Analysis
Training & Instruction / Design	Data Analysis & Production	Technical Operations

CAREER HISTORY

UNITED STATES AIR FORCE	
PROGRAM MANAGER / DIVISION HEAD – STUTTGART, GERMANY	2016 – PRESENT
TECHNICAL OPERATIONS DIRECTOR, AIR FORCES CENTRAL COMMAND – AL UDIED AB, QATAR	2015 – 2016
DIRECTOR, TECHNICAL OPERATIONS CENTER – OFFUTT AFB, NE	2013 – 2015
DIRECTOR OF OPERATIONS, NEW STRATEGIC ARMS REDUCTION TREATY (START) – TRAVIS AFB, CA	2010 – 2013
DIRECTOR, INTELLIGENCE TRAINING – KIRTLAND AFB, NM	2006 – 2008
POSITIONS OF INCREASING RESPONSIBILITY – VARIOUS LOCATIONS	1996 – 2006

EDUCATION • CERTIFICATION

MA , Defense Decision Making & Policy Planning, Naval Post-Graduate School	2009
MPA , Master of Public Administration, Troy University	2001
BA (with Honors), International Studies and Modern Languages, Virginia Military Institute	1996
Student, Spanish Language and Cultural Immersion, Universidad de Valencia, Spain	1995
PMP , Project Management Professional Certification, PMI	2019
LANGUAGES: Fluent in Spanish	

JD 1218

LOCATION: WARNER ROBINS, GA
RELOCATION: YES; CHARLESTON, SC; WILMINGTON, NC; NASHVILLE, TN; JACKSONVILLE, FL
CLEARANCE: SECRET
CERTIFICATION: PMP & PROFESSIONAL MANAGER CERTIFICATION
EDUCATION: MBA, BS
AVAILABILITY: CURRENTLY AVAILABLE
TYPE OF POSITION: FULL TIME, CONTRACT, REMOTE, CONSULTING

PROJECT MANAGEMENT • PROGRAM MANAGEMENT • QUALITY MANAGEMENT • HUMAN RESOURCES

SUMMARY

Accomplished Project Manager and Leader with more than 20 years of experience within a large, diverse organization. Expertise in Human Resources and Quality, Project, Program, and Operations Management of complex initiatives, ensuring timely, accurate delivery to support critical operations. Self-motivated, energetic, results oriented professional experienced in team leadership, project management life cycle management, and all facets of personnel administration and conflict resolution. A natural communicator, effectively liaising at all levels and across organizations, while leading multifunctional teams toward a common goal. Success derived from application of lessons learned analysis and industry best practices to ensure quality, process improvement, and on-time / within budget project excellence. Has a current **SECRET Security Clearance**. *United States Air Force Veteran, open to relocation.*

Pursuing Project Management or Program Management opportunity to leverage leadership experience toward delivery of strategic objectives, organizational excellence, and total customer satisfaction.

AREAS OF EXPERTISE

Project / Program Management	SECRET Security Clearance	Human Resources Management
Process / Procedure Development	Project Management Life Cycle	Process / Change Management
Risk Management / Mitigation	Quality / QA Management	Stakeholder Engagement
Resource Management	Operations Management	Training & Development

SAMPLE PROJECTS DELIVERED

PROJECT MANAGER – INSPECTION DATABASE TRACKING SYSTEM DEVELOPMENT. Developed stakeholder register and charter to create a Microsoft Access database to track maintenance inspection records. Developed the work breakdown structure (WBS), schedule, and collected user requirements. Utilized change management plan to integrate approved changes to meet project requirements and used checklist and stakeholder meetings to verify project deliverables met established quality standards. Successfully closed project and transferred database ownership for sustainment to assigned stakeholders.

PROJECT MANAGER – EXECUTIVE AND SPOUSE WORK-LIFE BALANCE COURSE. Participated in charter development to develop an Executive and Spouse Work-Life Balance Course. Developed the scope management plan, learning objectives, and identified team and vendors. Selected and contracted 11 coaching agencies to develop and deliver team concepts for 55 military leaders and their spouses. Continuously reviewed issue log to determine corrective actions to minimize impact of project issues. Used OPA to archive project documents to comply with statutory requirements.

CAREER HISTORY

UNITED STATES AIR FORCE	
SENIOR OPERATIONS / PROGRAM MANAGER, MEDICAL GROUP – WARNER ROBINS, GA	2013 – PRESENT
JET ENGINE MECHANIC – VARIOUS LOCATIONS	1999 – PRESENT

EDUCATION • CERTIFICATION

MBA , General Management, Troy University	2017
AAS , Human Resource Management, Community College of the Air Force	2014
BS , Bachelor of Applied Science, Resource & Technology Management, Troy University	2010
AAS , Aircraft Maintenance Technology, Community College of the Air Force	2008
PMP , Project Management Professional Certification in progress, PMI	2018
CC , Competent Communicator, Toastmasters International	2018
PMC , Professional Manager Certification, Community College of the Air Force	2014

JA0219

LOCATION: CURRENTLY IN GERMANY; RELOCATING TO LAS VEGAS, NV AREA MAY 2019
CLEARANCE: SECRET, (INACTIVE TOP SECRET)
CERTIFICATION: PMP, PMC (PROFESSIONAL MANAGER CERTIFICATION), LEAN SIX SIGMA GREEN BELT
AVAILABILITY: 1 JUNE 2019
EDUCATION: MBA (PROJECT MANAGEMENT EMPHASIS)
POSITION TYPE: FULL-TIME, PRIVATE SECTOR (PREFERABLY), OPEN TO FEDERAL OR CONTRACTOR

PROJECT / PROGRAM MANAGEMENT • TRAINING & DEVELOPMENT • OPERATIONS • CONTINUOUS IMPROVEMENT

PROFESSIONAL SUMMARY

Accomplished Project / Program Manager with more than 20 years of experience within a large, diverse organization. Expertise in Project, Program, and Operations Management, responsible for planning, executing, and analyzing processes and procedures for critical services to global operations. A natural communicator, effectively liaising at all levels, adept at developing and empowering teams while establishing focus and ensuring a methodical approach to projects. Success derived from application of lessons learned analysis and industry best practices to identify gaps, improve processes, and solve problems while managing specialized teams, high value assets, and resources. *United States Air Force Veteran.*

AREAS OF EXPERTISE

Project Management	Program Management	Operations Management
Stakeholder Engagement	Project Planning – Delivery	Technical Project Management
Change Management	Budget / Resource Oversight	Analytical Thinking / Analysis
Lean / Process Improvement	Training & Development	Instructional Design

SAMPLE PROJECTS DELIVERED

PROJECT MANAGER – SOFTWARE INSTALLATION. Identified key business requirements and user / project goals to conduct computer security software install and server decommission to comply with new security practices. Developed change management plan by determining how changes would be addressed and controlled and used the change management plan to integrate approved changes to meet expectations. Used inspections and UAT to verify deliverables met established quality standards and obtained sponsor acceptance of the deliverables (delivered two weeks early) to confirm the scope was achieved.

PROJECT MANAGER – PROCESS IMPROVEMENT. Obtained sponsor's charter approval to conduct a process improvement project to reduce the number of lost dental records, currently at a 30% loss rate. Developed scope management plan and WBS to establish the approved project scope and used motivation theories and coaching techniques to maximize team performance. Used lessons learned to enable continuous incremental project improvement and transferred deliverables / ownership to the assigned stakeholders per the project plan. Process Improvements resulted in a 20% reduction in lost records.

CAREER HISTORY

UNITED STATES AIR FORCE

POLICY AND PROGRAM MANAGER – RAMSTEIN AB, GERMANY	2017 – PRESENT
DIRECTOR OF OPERATIONS (SUPERINTENDENT) – KAPAUN AIR STATION, GERMANY	2016 – 2017
DIRECTOR OF OPERATIONS (SUPERINTENDENT) – EGLIN AFB, FL	2015 – 2016
DIRECTOR OF OPERATIONS (SUPERINTENDENT) – HURLBURT FIELD, FL	2011 – 2015
INSTRUCTOR SUPERVISOR / INSTRUCTOR, TRAINING GROUP – KEESLER AFB, MS	2007 – 2011
REGIONAL WEATHER SUPERVISOR – SHAW AFB, SC	2005 – 2007
WEATHER OBSERVER & FORECASTER (APPRENTICE, JOURNEYMAN, AND CRAFTSMAN) – VARIOUS LOCATIONS	1993 – 2005

EDUCATION CERTIFICATION

MBA, Project Management (GPA: 3.9/4.0), Northcentral University	2015
BSBA, Human Resource Management (Cum Laude; GPA: 3.76/4.0), Columbia Southern University	2013
AAS, Instructor of Technology and Military Science (GPA: 4.0/4.0), Community College of the Air Force	2008
AAS, Weather Technology, (GPA: 4.0/4.0), Community College of the Air Force	2008
PMP, Project Management Professional Certification, PMI / Vets2PM	2019
Lean Six Sigma Green Belt Certification, U. S. Air Force	May 2015
PMC, Professional Manager Certification, Community College of the Air Force	June 2014

COMMENDATION: Recipient of numerous awards for performance excellence (full list available upon request.)

CPM 0119

CURRENT LOCATION: DOVER, DE AREA (KENT COUNTY)
RELOCATION: NOT OPEN TO RELOCATION
CLEARANCE: CURRENT SECRET CLEARANCE, RENEWED IN 2018
CERTIFICATION: PMP AND PMC (PROFESSIONAL MANAGER CERTIFICATION)
AVAILABILITY: AVAILABLE SEPTEMBER 2019
EDUCATION: BA
TYPE OF POSITION: FULL TIME, FEDERAL, STATE, GOVERNMENT CONTRACTOR, PRIVATE INDUSTRY

PROJECT MANAGEMENT • PROGRAM MANAGEMENT • OPERATIONS MANAGEMENT • WORKFORCE MANAGEMENT

SUMMARY

Accomplished Project / Program Manager with more than 20 years of experience within a large, diverse organization. Expertise in Project, Program, Operations, and Personnel oversight, providing critical services to a global workforce. Experienced in planning, monitoring, executing, and delivering aircraft maintenance and logistics services, ensuring consistent analysis for safety, efficiency, production, performance, and quality. A natural communicator, effectively liaising at all levels and across divisions, while leading multifunctional teams toward a common goal. Success derived from application of lessons learned analysis and industry best practices to plan, analyze and improve processes for continuous improvement, manage high value resources / assets, and guide staff in professional development. *United States Air Force Veteran, Secret Security Clearance (Updated 2018).*

AREAS OF EXPERTISE

Project Management	Program Management	Operations Management
Maintenance Management	Supply Chain Management	Crisis Management
Project Planning – Delivery	Stakeholder Engagement	Risk Management / Mitigation
Budget / Resource Management	Lean / Continuous Improvement	Quality Assurance
Team Leadership / Mentor	HR / Employee Relations	Regulatory Compliance

CAREER HISTORY

UNITED STATES AIR FORCE

DIRECTOR (SUPERINTENDENT), MAINTENANCE SQUADRON – DOVER AFB, DE	2017 – PRESENT
OPERATIONS MANAGER (FLIGHT CHIEF), AIRCRAFT MAINTENANCE SQUADRON – DOVER AFB, DE	2015 – 2017
DIRECTOR (SUPERINTENDENT), PRODUCTION / AIRCRAFT MAINTENANCE SQUADRON – DOVER AFB, DE	2010 – 2015
OPERATIONS MANAGER (FLIGHT CHIEF), TRAINING SQUADRON – ABERDEEN PROVING GROUND, MD	2006 – 2010
INSPECTION MANAGER, EQUIPMENT MAINTENANCE SQUADRON – TINKER AFB, OK	2004 - 2006
PROJECT MANAGER / TEAM LEADER, EQUIPMENT MAINTENANCE SQUADRON – TINKER AFB, OK	1998 – 2004

EDUCATION • CERTIFICATION

BA , General Studies, Allied American University	2016
AS , Education & Training Management, Community College of the Air Force	2014
AS , Aviation Maintenance Technology, Community College of the Air Force	2009
PMP , Project Management Professional Certification, PMI	2019
PMC , Professional Manager Certification, Community College of the Air Force	2014

COURSEWORK

Senior-level Leadership, Technical and Management Development Course	2016
Advanced Leadership and Management Development Course	2011
Advanced Skills Course “Military Training Leader”	2006
Basic Leadership Development Course	2003

MS0119

CURRENT LOCATION: TUCSON, AZ
RELOCATION: OPEN TO RELOCATION; PREFER AZ, TX, CA
CLEARANCE: CURRENT TS/SCI
CERTIFICATION: PMP, PMC (PROFESSIONAL MANAGER CERTIFICATION), CERTIFIED INSTRUCTOR
AVAILABLE: JUNE 2019
EDUCATION: BS, MANAGEMENT INFORMATION SYSTEMS
POSITION TYPE: FULL TIME / PERMANENT

DIRECTOR • PROGRAM / PROJECT MANAGER

SUMMARY

Accomplished organizational leader with more than 19 years of experience using established Project, Program, and Operations Management principles to shape and communicate strategic guidance across all levels and divisions while leading cross-functional teams in diverse, stressful, global environments towards long-term goals. A natural communicator that effortlessly builds consensus to drive successful organizational change and align teams with strategic goals. *United States Air Force Veteran, TS/SCI security clearance.*

AREAS OF EXPERTISE

Project Management	Program Management	IT / Communications
Stakeholder Engagement	Team Leader / Mentor	Organizational Leadership
Operations Management	Training & Development	Risk & Change Management
Network Administration	Systems Administration	Systems Integration

- Ready to leverage 15+ years of leadership experience to improve processes, drive efficiency, and improve employee morale and expertise.
- Possesses 19+ years of diverse IT experience including: H/W and S/W troubleshooting & integration; Unix, Linux, Wintel administration; LAN/WAN topologies; storage, backup, and security technologies.

SAMPLE PROJECT DELIVERED

PROJECT MANAGER – SYSTEM QUALIFICATION. The objective was to correct identified deficiencies in prerequisite knowledge needed to qualify members in a new data collection and analysis system. Identified assumptions and constraints and collected requirements, defined work activities, planned schedule and resource management. Managed project work / team members to create courseware, and controlled schedule with burndown chart. Transferred ownership of deliverables 25% ahead of schedule - a training program that allowed 80 staff to gain required transitional job skills.

CAREER HISTORY

UNITED STATES AIR FORCE

PROJECT PORTFOLIO MANAGER – DAVIS-MONTHAN AFB, AZ	2018 – 2019
PROGRAM DIRECTOR, LOGISTICS – DAVIS-MONTHAN AFB, AZ	2017 – 2018
SENIOR CONSULTANT – OFFUTT AFB, NE	2017
OPERATIONS MANAGER (SUPERINTENDENT) – OFFUTT AFB, NE	2016 – 2017
DIRECTOR OF OPERATIONS / HUMAN RESOURCES – OFFUTT AFB, NE	2015 – 2016
PROGRAM MANAGER, TRAINING – OFFUTT AFB, NE	2014 – 2015
PROGRAM MANAGER / SYSTEMS ENGINEER, OPERATIONS SCHEDULING AND TRAINING – OFFUTT AFB, NE	2013 – 2014
PROGRAM MANAGER / INSTRUCTOR SUPERVISOR, AIRCREW FUNDAMENTALS – JOINT BASE SAN ANTONIO, TX	2011 – 2013
POSITIONS OF INCREASING RESPONSIBILITY – VARIOUS LOCATIONS	1999 – 2011

EDUCATION • CERTIFICATION

BS, Management Information Systems, Bellevue University	2015
AAS, Instructor of Technology and Military Science, Community College of the Air Force	2011
AAS, Aviation Systems Technology, Community College of the Air Force	2000
PMP, Project Management Professional #2310249, PMI	2019
PMC, Professional Manager Certification, Community College of the Air Force	2014

TECHNICAL EXPERTISE / KEY WORDS: Microsoft Office (Word, Excel, PowerPoint, Outlook), Microsoft Project, Systems Engineering, Information Security, Information Assurance, Radio / RF Communications Theory & Equipment, Data Collection, Network Systems Hardware & Software Infrastructure, Network and Complex Systems Administration, Military Aviation with 2800+ Flight Hours E-4B, HC-130P/N, RC-135V/W, EC-130H Aircraft Experience; Inspection, Troubleshooting, and Repair of Computer, Communications, Sensor, Encryption Equipment; NC3; CSAR; Intelligence, Surveillance, and Reconnaissance; Electronic Warfare

COMMENDATION: Recipient of numerous awards for performance excellence. Full list available upon request.

MB0119

CURRENT LOCATION: LOUISVILLE, KY
OPEN TO RELOCATION: NOT OPEN TO RELOCATION
CLEARANCE: CURRENT TS/SCI
CERTIFICATION: PMP, SIX SIGMA GREEN BELT IN PROGRESS
AVAILABLE: NOVEMBER 2019
EDUCATION: MA, MANAGEMENT AND LEADERSHIP
POSITION TYPE: OPEN TO FULL TIME, CONTRACT, REMOTE, FEDERAL, CONTRACTOR

PROJECT MANAGEMENT WORKFORCE MANAGEMENT CONSULTING OPERATIONS

SUMMARY

Accomplished Project Manager with more than 22 years of experience within a large, diverse organization. Expertise in leading organizations of more than 3K personnel in dynamic, high tempo, special operations and conventional environments. Adept at planning, coordinating, and implementing operational best practices as an agile leader who routinely analyzes and solves complex problems. A natural communicator, effectively liaising at all levels and across divisions, while leading multifunctional teams toward a common goal. Success derived from application of lessons learned analysis and industry best practices to conduct domestic and global operations, interagency coordination, and situational leadership supporting stakeholder objectives. *United States Army Veteran, Top Secret (TS/SCI) Security Clearance, Available November 2019.*

AREAS OF EXPERTISE

Project Management	Program Management	Operations Management
Risk Management / Mitigation	Budget / Resource Management	Policy Implementation
Process Improvement	Contingency Planning	Data Analytics / Analysis
Talent Management	Training & Development	Team Leadership / Mentor

CAREER HISTORY

UNITED STATES ARMY

SENIOR OPERATING, PLANNING AND STRATEGY MANAGER – TACOMA, WA AND FT. CAMPBELL, KY	2014 – PRESENT
PROJECT MANAGER / OPERATIONS MANAGER – FORT CAMPBELL, KY AND SAVANNAH, GA	2009 – 2014
TRAINING MANAGER & OPERATIONS COORDINATOR – FORT CAMPBELL, KY	2008 – 2009
POSITIONS OF INCREASING RESPONSIBILITY – VARIOUS LOCATIONS	1997 – 2008

EDUCATION • CERTIFICATION

MA, Management and Leadership, Liberty University - Lynchburg, VA	2103
BS, Criminal Justice (Summa Cum Laude), Troy University	2008
AA, General Studies, Central Texas College	2004
PMP, Project Management Professional certification, PMI	2019
Military Security Policy and Strategy, Joint Special Operations University - Tampa, FL	2014

TECHNICAL SKILLS:

Software: Microsoft Office, SharePoint
Operating Systems: Mac / Microsoft Windows

COMMENDATION: Recipient of numerous awards for performance excellence. Full list available upon request.

JC 0119

LOCATION: BATON ROUGE, LA
RELOCATION: OPEN TO RELOCATION
CLEARANCE: CLEARABLE
CERTIFICATION: PMP
AVAILABLE: 45-DAYS' NOTICE
POSITION TYPE: FULL TIME, PERMANENT

SENIOR LEADER / DIRECTOR • OPERATIONS MANAGEMENT • PROJECT MANAGEMENT

SUMMARY

Accomplished Senior Leader with more than 18 years of experience within large, diverse organizations. Expertise in Operations Management with breadth of experience within the private and public sector, guiding programs in medical / healthcare, guiding field operations, sales and business development, strategic planning, workforce planning and development, and emergency services. A natural communicator, effectively liaising at all levels and across divisions / organizations, while leading multifunctional teams toward a common goal. Success derived from application of lessons learned analysis and industry best practices to effectively improve processes, train and develop staff, manage risk and change, and contribute to sales growth and revenue generation. *Army National Guard Veteran.*

AREAS OF EXPERTISE

Operations Management
Strategic Planning
Revenue Generation & Growth
Training & Development

Account Management
Stakeholder Engagement
Workforce Development
Field Operations

Business Development
Risk Management / Mitigation
Team Leadership / Mentor
Process Optimization

SAMPLE PROJECTS DELIVERED

PROJECT MANAGER – DEVELOPMENT OF WEB-BASED, MOBILE DEVICE SOLUTION. Used available information and stakeholder meetings to create a Web-based, mobile device-driven payroll solution to improve accuracy and reduce costs. Assessed the charter, lessons learned, and project requirements to establish detailed project deliverables and used the risk management plan and approved responses to manage project threats and opportunities to meet objectives. Used issue log reviews to determine corrective actions to minimize the impact of issues.

PROJECT MANAGER – PILOT WELLNESS PROGRAM DEVELOPMENT. Used expert judgment to assess stakeholder expectations and project goals to create a pilot wellness program for a Fortune 500 client. Developed the quality management plan and defined the product's quality standards to control the cost of quality. Used motivation theories and coaching techniques to maximize team performance and issue log reviews to determine corrective actions to minimize the impact of project issues. Used OPA to obtain financial, legal, and administrative closure and to ensure liability transfer.

CAREER HISTORY

DIRECTOR OF ONSITE OPERATIONS (US), CORE OCCUPATIONAL MEDICINE – BATON ROUGE, LA 2006 – PRESENT
US ARMY / DoD / LOUISIANA ARMY NATIONAL GUARD – PINEVILLE, LA 2000 – 2008

EDUCATION • CERTIFICATION • TRAINING

Health SVCS School Institute at Texas, Healthcare Specialist, EMT-Basic (Trans) – San Antonio, TX	2005
Pre-Hospital Trauma Life Support – Pineville, LA	2008
Flight Medic Transition Course – New Orleans, LA	2001
US Army Academy of Health Sciences, Medical Specialist Course	2001
Basic Combat Training, US Army Training Center – Fort Jackson, SC	2000
PMP, Project Management Professional Certification, PMI	2018

TOOLS & TECHNOLOGY: MS Office (Word, Excel, PowerPoint)

SJN0119

LOCATION: COLORADO SPRINGS, CO
RELOCATION: YES; PREFER NE, IA, KS, OK, MO
CLEARANCE: TS/SCI (ACTIVE)
CERTIFICATION: PMP, PROFESSIONAL MANAGER
AVAILABLE: MARCH 1, 2019
EDUCATION: MA; BS
SEEKING: FULL TIME

PROGRAM MANAGEMENT • PROJECT MANAGEMENT • OPERATIONS • HUMAN RESOURCES

PROFESSIONAL SUMMARY

Accomplished Senior Leader with more than 26 years of experience within a large, diverse organization. Expertise in advanced leadership of high-performance teams tasked with multiple large-scale, complex, and temporary projects. Experienced in project lifecycle management (initiate, plan, execute, control, and close), regularly exceeding stakeholder requirements. A natural communicator, effectively liaising at all levels and across divisions, while guiding multifunctional teams that thrive in demanding operational environments. Success derived from application of lessons learned analysis and industry best practices to translate complex objectives into easily-understood directives, delivering innovation, efficiency, and total customer satisfaction. *U.S. Air Force Veteran, available March 2019. Active U.S. Government Top Secret (SCI) security clearance.*

AREAS OF EXPERTISE

Project / Program Management	Operations Management	Human Capital Management
Security / Emergency Management	Risk Management / Mitigation	Strategic Planning / Vision
Organizational Alignment	Change Management	Quality Assurance (QA)
Training & Development	Performance Standards	Team Leadership / Mentor

- Security Specialist with 25+ years of experience in operational leadership and planning.
- Nuclear, Physical, Information, Industrial, Personnel Security, and Law Enforcement Operations.
- Advanced leadership and management expertise of diverse organizations and resource allocation.
- Adept at interpreting senior leadership strategic vision and developing detailed plans of action.
- Keen analytical skills, problem-solving, and proven inclusive, team-based work dynamic and approach.

CAREER HISTORY

UNITED STATES AIR FORCE

DIRECTOR, SECURITY OPERATIONS & HR MANAGER (CHIEF) – CHEYENNE MOUNTAIN AFB, CO	2016 – PRESENT
DIRECTOR, SECURITY OPERATIONS & HR MANAGER (CHIEF) – DAYTON, OH	2015 – 2016
SENIOR SECURITY OPERATIONS DIVISION LEAD, SECURITY FORCES – DAYTON, OH	2013 – 2015
SENIOR PROGRAM MANAGER, PERSONNEL PROTECTION OPERATIONS – AL UDEID AIR BASE, QATAR	2012 – 2013
SENIOR OPERATIONS MANAGER (SUPERINTENDENT), TRAINING SUPPORT – LACKLAND AFB, TX	2011 – 2012
SENIOR OPERATIONS & HR MANAGER (SUPERINTENDENT), TRAINING – LACKLAND AFB, TX	2009 – 2011
SENIOR MILITARY POLICE DIVISION LEAD (SUPERINTENDENT) – RAMSTEIN, GERMANY	2006 – 2009

EDUCATION • CERTIFICATION

MA , Applied Administration, University of the Incarnate Word – San Antonio, TX	2015
BS , Management Information Systems, Bellevue University – Bellevue NE	2004
AAS , Instructor of Technology and Military Studies, Community College of the Air Force	2010
AAS , Criminal Justice, Community College of the Air Force	2004
Associate , Computer Programming Technology Management, Vatterott College – Omaha, NE	2002
PMP , Project Management Professional Certification, PMI	2018
Professional Manager Certification, Community College of the Air Force	2011

TRAINING: Security Forces Advanced Course; Training Instructor Supervisor School; Civil Engineering Service Agency Emergency Management; Antiterrorism Officer Level II; Tactical Automated Security Systems; DoD Firefighter Certification Hazardous Material Incident Commander Course; US DHS and AF Emergency Response Operations (equivalent to FEMA IS-100, IS-200, IS-700, IS-775, IS-800); AF Emergency Management Program; DHS FEMA Wide Area Search Cert. Course.

COMPUTER SKILLS: MS Office; National Crime Information Center (NCIC) database; Automated Time Attendance System (ATAAPS), MyBiz+, and Performance Management / Appraisal Program (DPMAP).

AFFILIATIONS: National Society of Leadership and Success, Sigma Alpha Pi Member.

SW 0104

PROJECT MANAGER ▪ OPERATIONS MANAGER ▪ LOGISTICS ▪ TRANSPORTATION

CURRENT LOCATION: SAN FRANCISCO, CA
OPEN TO RELOCATION: YES; SC, NC, NORTHERN FL; SAVANNAH, GA
PREFERRED CITIES: CHARLESTON, SC; RALEIGH-DURHAM, NC; SAVANNAH, GA; CHARLOTTE, NC; GREENVILLE, SC; WILMINGTON, NC; JACKSONVILLE, FL
CLEARANCE: TSC/SCI (VALID THROUGH 03/2017)
AVAILABILITY: 1 MAY 2017
EDUCATION: MA, BA
CERTIFICATION: PMP; CERTIFIED LOGISTICS MANAGER; CERTIFIED TRANSPORTATION MANAGER
TYPES OF POSITIONS: FULL TIME / REGULAR

SUMMARY

Solutions-oriented Project Manager with more than six years of experience in oversight of global logistics and operations management. Proven success in planning, monitoring and delivering complex operations with responsibility for personnel, high value assets, and joint collaboration in high-tempo environments. A natural communicator, effectively liaising at all levels and with multi-cultural teams, to analyze, assess, and ensure delivery of objectives on time and per stakeholder objectives. A sound decision-maker and team mentor, with success building cohesive groups toward a common goal. *United States Army Veteran.*

Open to Project or Operations leadership role with an organization seeking a motivational achiever committed to ethical management, operational excellence, and total customer satisfaction.

AREAS OF EXPERTISE

Project Management	Logistics Management	Transportation Management
Operations Management	Contractor Management	Strategic & Operational Planning
Stakeholder Engagement	Leadership & Team Building	Military Logistics & Operations

CAREER HISTORY

United States Army	2010 – 2017
COMPANY COMMANDER, SAN FRANCISCO BAY AREA RECRUITING COMPANY – SAN FRANCISCO, CA	2016 – PRESENT
DETACHMENT COMMANDER, TRANSPORTATION BATTALION – DOHA, QATAR AND SALALAH, OMAN	2015
ASSISTANT OPERATIONS OFFICER, FIRES BRIGADE SUPPORT BATTALION – FORT BRAGG, NC	2013 – 2014
EXECUTIVE OFFICER, FIELD ARTILLERY BATTALION – FORT BRAGG, NC	2012 – 2013
PLATOON LEADER, FIELD ARTILLERY BATTALION – FORT BRAGG, NC	2011 – 2012

EDUCATION ▪ TRAINING ▪ CERTIFICATION

MA , Management and Leadership, Liberty University	2013
BA , Political Science (Law and Legal Studies), Criminal Justice The Citadel, The Military College of South Carolina	2009
PMP , Project Management Professional Certification (PMP)	Expected 2016
Certified Logistics Manager U.S. Army Logistics University	2014
Certified Transportation Manager, U.S. Army Logistics University	2011
Airborne Course, U.S. Army Airborne School	2011

Meritorious Service Medal; Commendation Medal; Achievement Medal (2nd Award)

*TS/SCI valid through March, 2017; Secret clearance valid through 2020

MB0022

PROJECT MANAGER • IT • FINANCIAL • OPERATIONS

CURRENT LOCATION: TAMPA, FL
RELOCATION: NO
CLEARANCE: TS/SCI
AVAILABILITY: CURRENTLY AVAILABLE
EDUCATION: MHR / BA
CERTIFICATION: PMP, SIX SIGMA (GREEN BELT)
TYPES OF POSITIONS: PREFER FULL TIME / REGULAR

SUMMARY

Accomplished Leader with over 17 years of Project and Program Management within Technology, Operations, and Financial disciplines. Served in leadership roles within government and industry, guiding multi-disciplinary teams on critical, time sensitive, and 'no room for errors' initiatives. A natural communicator, effectively liaising at all levels to direct and manage large, complex programs, lead across virtual, cross-organizational teams, assess problems, analyze opportunities, and negotiate solutions. Experienced leading large groups, holding responsibility for high value assets, and delivering analytical processes to technology based initiatives. *United States Air Force Veteran.*

Open to leadership opportunity with an organization seeking a trusted performer, committed to providing ethical guidance, organizational & performance excellence, and total customer satisfaction.

AREAS OF EXPERTISE

Project Management	Program Manager	Training and Development
Operations Management	Project Lifecycle Management	Stakeholder Engagement
Risk Management / Mitigation	Agile Project Management	PMP & Lean Six Sigma Certified

- IT Project Manager supporting settlement of \$1.5 Quadrillion in stock market settlements.
- Transitioned 6000+ users to Microsoft Office 365, including Email, SharePoint, Lync, OneDrive
- Transitioned Virtual Desktop Infrastructure (VDI) to the Cloud, saving millions in Disaster Recovery.
- Consolidated Cisco telephone infrastructure for 6000+ person international company.
- Led Asia Pacific Region call center infrastructure build out, moving central call center from Manila to Singapore to provide redundancy and enhanced security
- Led multi-site international security upgrade of Cisco Identity Services Engine (ISE).
- Led Distributed Denial of Service (DDoS) testing Program with external vendors.
- Identified shortfalls with, and overhauled, Firewall Request system, increasing efficiency by 30%.
- Installed Firewall configuration back up system at three datacenters, mitigating Disaster Recovery risk.
- Upgraded multi-site electronic Fingerprint Identification system for new employees.
- Multi-site, international update of almost 400 devices to most current operating system– testing and evaluation through change management process
- Selected to lead European Link Conference, explaining NATO link architecture, and paving the way for international interoperability.

CAREER HISTORY

RISK ANALYST, THE DEPOSITORY TRUST & CLEARING CORPORATION (DTCC) – TAMPA, FL	10/2016 – PRESENT
PROJECT MANAGER, DEPOSITORY TRUST & CLEARING CORPORATION (DTCC) – TAMPA, FL	2015 – 2016
UNITED STATES AIR FORCE	1999 – 2014
PROJECT MANAGER / AIR FORCE OFFICER (MAJOR) – TINKER AIR FORCE BASE, OK	2013 – 2014
PROJECT MANAGER / AIR FORCE OFFICER (MAJOR) – TINKER AIR FORCE BASE, OK	2011 – 2013
PROGRAM MANAGER - SOFTWARE & HARDWARE UPGRADES – AF OFFICER (CAPTAIN) NATO, GERMANY	2007 – 2011
CEO, BREWHAHA INDUSTRIES LLC – OKLAHOMA CITY, OK	2006

EDUCATION • CERTIFICATION

MHR, Masters in Human Relations, University of Oklahoma – Norman, OK	2012
BA, Political Science, Bowling Green State University – Bowling Green, OH	1999
PMP CERTIFIED – Worked in Agile and Waterfall environments	2015
LEAN SIX SIGMA - Green Belt Certified	2016
MILITARY TRAINING - Air Command and Staff College, Squadron Officer School, Microsoft Office Software	
SOFTWARE PROFICIENCY – Microsoft Project, Word, Excel, SharePoint, IT Document Depository (ITDR), HP Project and Portfolio Management (HP PPM)	

TM0020

PMP • SIX SIGMA BLACK BELT

CURRENT LOCATION: NJ (GREATER PHILADELPHIA AREA)
RELOCATION: YES. NORTHEAST.
EDUCATION: MBA- GENERAL MANAGEMENT
GRADUATE CERTIFICATE IN QUALITY MANAGEMENT WITH SIX SIGMA BLACK BELT
BBS - PSYCHOLOGY
CERTIFICATION: Certified PMP; Certified Six Sigma Black Belt; Certified Lean Six Sigma Green Belt;
Certified Lean Champion Facilitator
CLEARANCE: FORMERLY HELD TS/SCI WITH YANKEE WHITE ACCESS.
AVAILABILITY: AVAILABLE 30 DAYS FROM OFFER OF EMPLOYMENT

PROJECT MANAGER • CONTINUOUS IMPROVEMENT • OPERATIONS MANAGER

SUMMARY

Results driven Project Management professional with expertise in project planning, execution, and delivery in private industry and the U.S. Government. Adept at applying project management and continuous improvement methodologies, and risk mitigation through analysis for strategic planning. Possesses an MBA and certifications in Lean / Six Sigma, and PMP. A natural communicator, effectively liaising across organizations, divisions, and at all levels, leading teams with a common goal toward project excellence and total customer satisfaction.

Open to Project leadership role with an organization seeking an innovative, tenacious, and achievement oriented professional committed to delivery of organizational strategic objectives.

AREAS OF EXPERTISE

Project Management	Project Planning & Delivery	Operations Management
Training & Development	Continuous Process Improvement	Budgetary Planning / Oversight
Business Process Analysis	Contracts & Vendor Oversight	Strategic Planning

FORMER PRESIDENTIAL HELICOPTER SQUADRON MAINTENANCE OPERATIONS MANAGER

CAREER HISTORY

BUSINESS PROCESS AND SYSTEMS IMPROVEMENT MANAGER AGUSTA WESTLAND CORPORATION - PHILADELPHIA, PA	2014 – PRESENT
CONTINUOUS PROCESS IMPROVEMENT COORDINATOR HRI, INCORPORATED - STATE COLLEGE, PA	2010 – 2014
AIRCRAFT MAINTENANCE OPERATIONS MANAGER - QUANTICO, VA	2009 - 2010
Maintenance Control Manager - Quantico, VA	2007 – 2009
Assistant Director of Training, Jacksonville, NC	2004 – 2007
Aviation Life Support Systems Technician, Various Locations	1994 – 2004
Embassy Security Guard/ Assistant Detachment Commander, Berlin, Germany	1992 – 1994

EDUCATION • CERTIFICATIONS • TRAINING

TOURO UNIVERSITY INTERNATIONAL - CYPRESS, CALIFORNIA MBA- GENERAL MANAGEMENT <ul style="list-style-type: none">Graduated Magna Cum Laude with GPA of 3.8	2009
GRADUATE CERTIFICATE IN QUALITY MANAGEMENT WITH SIX SIGMA BLACK BELT <ul style="list-style-type: none">Graduated with GPA of 3.6	2013
CAMPBELL UNIVERSITY, BUIES CREEK - NORTH CAROLINA BBS - PSYCHOLOGY <ul style="list-style-type: none">Pi Gamma Mu- International Honor Society of the Social Sciences, graduated with GPA of 3.3	2006

Proficient in Microsoft Word, Excel, Visio, Outlook, SharePoint, and PowerPoint.
Held TS/SCI Security Clearance with YW Access.

SC0011

PROGRAM MANAGEMENT • ORGANIZATIONAL DEVELOPMENT • PROJECT MANAGEMENT

LOCATION: Triangle, VA
RELOCATION: Open to relocation; National Capital Region – Northern Virginia
CLEARANCE: Secret, (former TS/SCI)
EDUCATION: MMS, Masters of Military Studies
BA, Political Science, International Relations
CERTIFICATIONS: PMP, Systems Acquisition Management Certificate (Project Lifecycle), Aviation Safety Certificate, Commercial Helicopter Pilot Certificate

Creative and resourceful in developing strategies to implement long-term, high impact projects in Safety, Logistics, Human Resources, and Curriculum Development. Excels in dynamic, multi-functional environments, effectively coordinates across organizations at all levels, to achieve project deliverables. Builds cohesive teams and uses depth of experience gained through 20-year career in the United States Marine Corps, coupled with project management methodologies, to deliver projects on time and in line with organizational strategy. Open to Program Management or Project Management leadership role with an organization that values dedication, communication, and a commitment to organizational objectives.

AREAS OF EXPERTISE

Program Management Organizational Development Acquisition Management
Project Lifecycle Management Compliance - Investigations IPT Leader
Quality Assurance Finance & Budgeting Milestone & Metrics

PROJECTS DELIVERED

- Organizational Development: Created efficiencies, processes and reporting procedures to support the creation of a 260-person logistics organization with eight departments. Developed project charter, identified stakeholders, reported requirements, human resources plan, and defined and verified scope of duties to meet a new work breakdown structure. Led to new administrative and communication processes and the Marine Corps' nomination as the Maintenance Unit of the Year (Small Category).
Training: Managed 10-person team to redesign leadership training in an 1800-hour curriculum, implementing new instruction, updated concepts, and new teaching and testing techniques to create training efficiencies. Identified stakeholders, collected requirements, estimated activity durations, performed quality control, structured curriculum, and controlled schedule to ensure timely completion of an experiential based curriculum.
Acquisitions: Created the project management methodology for a logistics unit supporting 8 internal sections, 3 coequal units, and multiple units around the National Capital region. Created the prioritization process, funding assessment, and reporting process for all small and large projects and acquisitions: Montford Point Educational Park, multi-year MILCON projects for campus modernization, and the remodeling and expansion of the third-largest Marine Corps Armory.

LEADERSHIP - Cross-functional team leadership, within complex environments, and directly responsibility for over 260-personnel with 10 direct reports and 70 second-tier reports. Effective in staff management, mentorship, directing operations, project/program management, administration, budgeting, staff development, and process improvement. Led the Quality Assurance effort resulting meeting expectations and attaining the Marine Corps' nomination as Maintenance Unit of the Year (Small Unit Category). Served as the Acquisition and Project Manager Lead for the Marine Corps' premier leadership school.

SUPPLY / LOGISTICS - Program manager for a multi-tiered logistics support organization, executing supply chain management, facilities maintenance, and vehicle maintenance for accounts up to \$200M, 330 vehicles, and 66 buildings, supporting 1500 personnel in continuous operations in accordance with ISO 9001 principles.

STAFFING MANAGEMENT - Led the Integrated Project Team (IPT) for the organizational reduction of personnel and assets. Reduced personnel and equipment for a logistics unit by 50% and provided support limitations to alter training evolutions in order to meet strategic requirements. Anticipated HR requirements for a 62-person recruiting team that experienced a 50% annual turnover rate.

SAFETY / RISK MANAGEMENT - Safety, risk management, and OSHA compliance oversight, achieving 10,000 mishap free flight hours and a 20% reduction in vehicle accidents through proper application of risk management principles.

CAREER SUMMARY

PARKVILLE HIGH SCHOOL - BALTIMORE, MD 2015 – PRESENT
LEADERSHIP EDUCATION DEPARTMENT HEAD (INSTRUCTOR/SUPPLY CHAIN)
UNITED STATES MARINE CORPS 1990 – 2014
LOGISTICS AND FACILITIES DIRECTOR (PROGRAM MANAGER), THE BASIC SCHOOL - QUANTICO, VA 2013 – 2014
CURRICULUM DEVELOPER / SENIOR INSTRUCTOR, THE BASIC SCHOOL - QUANTICO, VA 2012 – 2013
VP TALENT ACQUISITION (ASSISTANT PROGRAM MANAGER) - MILWAUKEE, WI 2008 – 2011
EARLY CAREER HISTORY – UNITED STATES MARINE CORPS

SS0007

PROJECT MANAGEMENT • OPERATIONS MANAGEMENT • LOGISTICS • OPERATIONS

LOCATION: Jacksonville, NC
RELOCATION: Yes, Preferably Central TN, Southeast, or any U.S. Location
CLEARANCE: TS/SCI
EDUCATION: MA, National Security & Strategic Studies
 MS, Computer Science
 MS, Engineering Management
 BS, Civil Engineering
CERTIFICATIONS: Project Management Professional (PMP)
AVAILABLE: 27 July 2016

Senior global management professional with over 26 years of experience leading diverse programs, projects, and organizations within dynamic environments. Project management expertise gained in IT, logistics, and construction management, with measurable success and achievement. Thrives when achieving success through collaboration, leadership, and methodologies that result in on-time and within-budget execution.

AREAS OF EXPERTISE

IT Systems Development	IT Oversight / Management	Personnel Management
Construction Management	Engineering Management	International Relations
Leadership	Budgetary Oversight	Organizational Development

KEY ACHIEVEMENTS & DIFFERENTIATORS

- Managed accountability and maintenance programs for over \$2.4B of equipment, 500 facilities and real property, managed complete inventory of 10M items, and identified \$100M of account discrepancies, significantly impacting equipment accountability and readiness.
- Flawlessly planned and executed worldwide annual movement of over 26,000 personnel and 500 short tons of equipment for 400+ separate missions using multiple means of transport.
- Served as lead customer representative for seven major facility construction projects (\$54M) and a dozen minor construction facility improvement projects (\$2.2M.)
- Project leader for design and implementation of Human Resources Information System “Marine Online.” Responsible for the design, development, testing, production, fielding, and operations and support of this innovative new HRIS system. Successful implementation of the system created first year ROI of \$2M, with life cycle savings of \$58M.
- Marine Online won three National IT Innovation Awards in 2003 - the DoD CIO Award, Department of the Navy eGov Award, and the 2003 Government Computer News (GCN) Award.
- Chief Architect in planning operations and US support to international forces in West Africa; establishing and leading a US interagency working group to plan support and resolve policy issues. Plan was cited as a future model in the 2013 National Security Strategy.
- Key planner for developing logistics concept of operations for complex international operations, future planning, and realignment initiatives in Iraq.
- Led effort to reorganize entire organization to become capable of worldwide relocation to operate in an austere environment in support of complex operations or humanitarian relief efforts. Central to the initiative were the establishment of a motor transport company with 110 drivers & mechanics and over 150 trucks of various cargo capacities.

Top Secret (TS) - Sensitive Compartmented Information (SCI) Security Clearance	2010
Program Management & Information Technology Level I - Defense Acquisition University	2005
North Carolina State Board of Registration for Professional Engineers – Engineer-In-Training (EIT)	1993

CAREER HISTORY

UNITED STATES MARINE CORPS - COLONEL	1990 – PRESENT
SENIOR DIRECTOR, LOGISTICS	2013 – PRESENT
DIVISION EXECUTIVE / CHIEF, INTERNATIONAL AND WEST AFRICA DIVISIONS	2010 – 2013
LOGISTICS OPERATIONS OFFICER	2008 – 2009
CHIEF EXECUTIVE / COMMANDING OFFICER, COMBAT LOGISTICS	2006 – 2007
DIRECTOR, ENGINEER BRANCH	2005 – 2006
PROGRAM MANAGER, MANPOWER INFORMATION SYSTEMS	2002 – 2005
U.S. MARINE CORPS OFFICER	1990 – 2002

KH0006
PROJECT MANAGER • HRIS • TRAINING & DEVELOPMENT

LOCATION: St. Louis, MO
RELOCATION: Cannot relocate; open to virtual role
CLEARANCE: Secret, Valid until 2018
EDUCATION: BA, Human Resource Management
 AAS, Electromechanical Technology
 AAS, General Studies
CERTIFICATIONS: PMP (Project Management Professional)
AVAILABLE: 18 July 2016

Results oriented Leader with over 12 years of experience in Project, Human Capital Management, Human Resource Information Systems, and Training & Development leadership. Utilizes breadth of experience and project management lifecycle / methodologies to lead programs affecting thousands of employees worldwide, with responsibility for budgets up to \$60K, assets valued at over \$11M, and management of over 90K hours of personnel training initiatives. A natural communicator, as a liaison across organizations, and at all levels, to plan, schedule, and execute project deliverables per customer guidelines. Personnel leadership includes successfully mentoring staff to achieve forward career progression and certification.

Open to Project or HRIS role with an organization seeking an accomplished professional with a passion for training & development, goal attainment, and total customer satisfaction.

AREAS OF EXPERTISE

Human Resources	Training & Development	Leadership & Mentoring
Personnel Management	Organizational Leadership	Team Building & Development
Change Management	Project Planning / Implementation	Resource Management

KEY ACCOMPLISHMENTS

- Led and staffed 190 training engagements with 244 training personnel, across eight organizations, in seven different locations, resulting in successful certifications for 15 units worldwide.
- After a catastrophic loss of master scheduling program, ensured continuity and spearheaded the restoration efforts of 41 assessors to populate 29 events, covering nearly 3K man-hours.
- Oversaw the complete user interface redesign for the Navy's placement portal, including customer needs assessment, beta testing, and process refinement. This improved the 700+ user experience, reducing man power placement requests processing time by 25%, and saving the Navy \$200K in contractor costs.
- Streamlined organizational training, increasing ship's availability for missions by 10%.
- Conducted 120 performance reviews, resulting in a 25% above average promotion rate for mid-level employees.

CAREER HISTORY

United States Navy	1997 – Present
Assistant Director, Scheduler / Instructor, Afloat Training Group	2012 – Present
Communications Chief, Naval Mobile Construction Battalion One	2009 – 2012
Knowledge Management Chief, Naval Personnel Command	2005 – 2009
Radar Chief, USS John F. Kennedy	2001 – 2005
Electronic Technician, Naval Computer & Telecommunications	1997 – 2001

CERTIFICATIONS • TRAINING

Project Management Professional (PMP), Member PMI	2016
Master Training Specialist	2016
Afloat Training Specialist	2013
Senior Enlisted Academy	2009
Security+ Certification	2008
Network+ Certification	2008

VOLUNTEER & COMMUNITY

Project Coordinator, Hope House - Memphis, TN (24 hours)	2007
Cook, Ronald McDonald House - Memphis, TN (42 hours)	2006 – 2009

AWARDS & COMMENDATIONS

Navy Commendation Medal (X3)	2016
United States Coast Guard Team Commendation	2013
Navy Achievement Medal (X6)	

**JC 0010
PROJECT MANAGER**

LOCATION: FORT LEONARD WOOD, MO
RELOCATION: OPEN TO RELOCATION; PREFER SOUTH
CLEARANCE: TS / SCI
EDUCATION: MBA, PROJECT MANAGEMENT; BACHELOR'S DEGREE, CRIMINAL JUSTICE
CERTIFICATIONS: PMP
AVAILABLE: IMMEDIATELY

Results driven Leader with Project Management proficiencies from planning through execution. As a Special Agent in the United States Army, gained expertise as a Case Agent for investigations, applying project management methodologies to achieve a 95%+ solve rate. Led project plan through execution of over 500 investigations, applying technical expertise, strong leadership skills, and responsible for the management of over \$2M in organizational assets. A natural communicator, easily liaising across global organizations, divisions, and at all levels, to assemble and lead teams with a common goal.

Open to Project Management / Leadership role with an organization seeking a trusted leader dedicated to achievement of organizational objectives.

AREAS OF EXPERTISE

Project Management	Program Management	Project Planning & Execution
Operational Planning	Stakeholder Engagement	Federal Law Enforcement
Emergency Management	Security Operations	National Security

SAMPLE PROJECTS DELIVERED

Project Manager to establish a forward deployed Criminal Investigation Division / Army Criminal Investigation Command office in Kuwait and in Iraq. Directed project initiatives, identified key stakeholders, and reviewed charter to confirm project scope, risks, issues, assumptions and constraints. Evaluated project risks, and executed tasks defined in project plan. Identified new risks and took corrective actions. Closed project by updating project records and documents, resulting in successful establishment of Kuwait and Iraq offices.

Pre-Deployment train-up program was established for combat deployment. As Project Leader, responsible for directing a train-up schedule. Defined project scope, gathered and documented requirements, and developed a communication plan. Executed tasks defined in project plan, implemented approved changes, obtained project resources. Reported performance and closed the project by successfully creating and distributing final project report for train-up for deployment.

The Target Analysis project objective was to analyze thefts of government furniture. As Project Manager, responsible for directing project initiatives. Developed project charter, created work breakdown structure, and divided and prioritized schedules. Implemented approved actions and workarounds, reported performance and verified scope of project. Created and distributed final project report, and measured customer satisfaction, resulting in the identification of a cost of loss to Army of over \$79M.

CAREER HISTORY

UNITED STATES ARMY	2006 – 2016
Special Agent / Economic Crimes Coordinator	2015 – 2016
Special Agent / Detachment Sergeant	2015
Special Agent / Drug Suppression Assistant Team Chief	2012 – 2015
Special Agent	2011 – 2012
Squad Leader / Downed Aircraft Recovery Team Leader / NCOIC	2010 – 2011
Team Leader / Forward Arming & Refueling Point Chief	2008 – 2010
Downed Aircraft Recovery Team Leader / Radio Transmitter Operator	2007

AC0008
PROJECT MANAGER • PROGRAM MANAGER • OPERATIONS MANAGER

LOCATION: Spanaway, WA
RELOCATION: Open
CLEARANCE: Secret
EDUCATION: BS in Law and Justice, General
CERTIFICATIONS: Project Management Professional (PMP)
Microsoft Office Suite Certified (*Word, Excel, PowerPoint, Outlook*)
Lean Six Sigma White Belt
AVAILABLE: Immediately

Collaborative Project Leader with over six years of experience leading cross functional teams, driving project delivery, and accomplishing organizational objectives based on high level strategy. A natural communicator, liaising across organizations, disciplines, and cultures, to guide the planning, execution and sustainability of operations. Trusted to hold responsibility for large groups of personnel (1200+), high value equipment and resources (\$120M). A young professional who values the guidance received from mentors, leading to substantial opportunity, and committed to providing the same direction to others.

Open to Project, Program or Operations Management role with an organization seeking a motivational leader committed to mentorship, organizational excellence, and total customer satisfaction.

AREAS OF EXPERTISE

Project Management	Program Management	Operations Management
Team Development / Leadership	Project Planning / Delivery	Key Stakeholder Engagement
Technical Project Management	Strategic Advisor/Planning	Personnel Management

SAMPLE PROJECTS DELIVERED

ADVISOR TO PROJECT SPONSOR – Afghan National Army Training Program Development to implement training program for providing the capability to sustain independent long-term stability and security. Identified and documented risks and constraints, and created Work Breakdown Structure and WBS dictionary. Held team building activities, updated high level risks, and gathered and archived lessons learned.

PRIMARY PROJECT LEADER – Property Accountability project to account for, locate, return, and recover funds for missing equipment and materials purchased during global war on terrorism. Assessed project feasibility within given constraints, determined and created planning requirements and gained approval of plan. Managed project resources, evaluated performance and influenced factors of deviation from the plan. Gained final acceptance of deliverables.

PROJECT MANAGER – Process Improvement project for improvement of existing processes and procedures in disseminating mission critical orders and taskings throughout the organization. Created initial expectations for scope, gaining approval from stakeholders. Developed project schedule based on WBS and maximized team performance with limited time constraints. Communicated project status to key stakeholders and transferred ownership of deliverables to operations team.

CAREER HISTORY

UNITED STATES ARMY	2010 – 2016
DIRECTOR OF OPERATIONS / ASSISTANT PROGRAM MANAGER	2014 – 2016
ASSISTANT DIRECTOR OF OPERATIONS / ASSISTANT PROGRAM MANAGER	2013 – 2014
SENIOR PROJECT MANAGER	2012 – 2013
OPERATIONS / PROJECT MANAGER	03/2011 – 02/2012
PROJECT MANAGER	2010

TRAINING

120VC	2016
Training for standards and practical application of Project Management	
Directors Career Course	05/2014 – 11/2014
Senior leader organizational management and professional development	
Managers Leadership Course	09/2010 – 03/2011
Junior leader core training and professional development	

GM0001

STRATEGIST • COMMUNICATOR • ACTION-ORIENTED LEADER

LOCATION: Denver, CO
AVAILABILITY: Currently Available
RELOCATION: Cannot relocate; Open to 20% travel or virtual/remote
EDUCATION: MBA, 2016 (Projected); BS, Mechanical Engineering
CERTIFICATIONS: Project Management Professional (PMP)
Salesforce.com Certified Administrator (ADM201)
Lean Six Sigma Yellow Belt

Dynamic and technically proficient with experience leading teams in global environments.

Specialties:

- Strategic Planning
- Process Design & Implementation
- Program & Project Management
- Supply Chain Management
- Leadership Development
- Customer Relationship Management

PROFESSIONAL EXPERIENCE

PRODUCTION SUPERVISOR - Directed operations and maintenance activities in an FDA regulated manufacturing facility.

- 44 direct reports; 20 full-time operators, 4 mechanics, & 20 temporary-hire operators.

U.S. MARINE CORPS - (CAPTAIN / COMMISSIONED OFFICER)

TRANSPORTATION DEPARTMENT MANAGER - Directly responsible for \$18M in equipment & rolling stock and a 127-member department comprised of logistics operations & maintenance sections. 15 direct reports, 112 indirect reports.

- Global Supply Chain & Fiscal Officer - Planned, developed, and led the overseas procurement and asset accountability program for an organization of 1,300 members and \$144M in assets. Managed annual budgets in excess of \$1.6M.

SUCCESSFUL PROJECTS

INTERNATIONAL SUPPLY CHAIN DEVELOPMENT AND RESTRUCTURING

- Led project team of 13 in development, test, and implementation of a global sourcing and procurement system to support an international organization comprised of over \$150M in assets dispersed to three ships and four foreign countries.
- 1,800+ stakeholders with direct & indirect procurement requirements.
- Integrated and aligned inter-agency resources within the Department of Defense and foreign governments to leverage multiple channels of supply.
- Utilized international logistics hubs, air & sea transportation assets, and internal support cells and echelons of supply.
- End result – average fill time of 11 days on critical repair parts shipped to remote locations.

ORGANIZATIONAL MERGER / ACQUISITION

- Led project team of 11 in acquisition of \$100M in capital equipment and 300 people from five organizations.
- Asset management program, policies and procedures to improve performance capabilities.
- Repeated implementation in delivery of four similar initiatives.

TRANSPORTATION & LOGISTICS SUPPORT EXERCISE

- Led project team of 127 in logistics capabilities analysis of an organization of 900 members / \$235M equipment.
- Developed 24 page SOP and training plan to bridge gaps identified with evaluation criteria during execution phase.

CONTINUING PROCESS IMPROVEMENT INITIATIVE

- Led project team of 14 through multiple lean process improvement projects in a manufacturing facility.
- Improved liquid filler washout procedure saving \$25K of wasted material annually. Identified training gaps with respect to quality and labor utilization - Improved labor efficiency to 109%.

JB0005

PROJECT MANAGER • AVIATION • AEROSPACE

LOCATION: Leesville, LA
RELOCATION: Open to relocation, Prefer Southeast (Ideal: Huntsville, AL)
CLEARANCE: Secret
EDUCATION: BA, Organizational Management
CERTIFICATIONS: PMP (Project Management Professional)
AVAILABLE: Currently available

Project driven leader with expertise in all facets of project management lifecycle and delivery of strategic operational objectives. Possessing 12 years of experience in project and program leadership roles, and recognized for consistently surpassing all performance objectives. A natural communicator skilled at working across all levels to guides teams, with a shared purpose, to project delivery - on time and with total mission success. *Formally recognized for outstanding performance and service throughout 12-year career in the United States Army.*

Open to Project Management role with an organization seeking a seasoned leader committed to goal achievement and total customer satisfaction.

AREAS OF EXPERTISE

Project / Program Management	Operations Management	Aviation / Aerospace
Project Lifecycle Management	Requirements Definition	Identification of Deliverables
Timeline Development	Project Scope / Resources	Milestone & Metrics
Risk Assessment / Analysis	Validation of Project Alignment	Continuous Improvement

KEY PROJECTS DELIVERED

- Overhauled existing Unit Inspection program to pass major organization inspection. Identified key deliverables by conducting program analysis to ensure operational readiness.
- Successfully led Personnel Logistics Movement project, consisting of a team of 10 multi-divisional stakeholders, to relocate 1,500 personnel. Applied analysis of 'lessons learned' from previous projects, facilitated effective communication among divisions, and developed a Work Breakdown Structure (**WBS**). Transferred ownership to key stakeholders upon project completion.
- Directed multi-stakeholder Base Realignment project to integrate and deliver high value assets, ensuring efficient and expeditious transport of equipment and personnel. Identified high levels of risk and constraints based on environment and organizational factors.
- Led project to establish work center located in an austere environment, successfully implementing project plan, achieving all deliverables. Managed changes by following the Change Management Plan.
- Directed multi-stakeholder Personnel Recovery Program Development project, to certify operational preparedness. Utilized Organizational Process Assets (**OPAs**) to implement corrective actions to meet project requirements.
- Developed project charter for Quick Reference Handbook Development project, calculating Quality Management Plan, and defining standards for content based on scope. Effectively acquired project resources according to the Procurement Management Plan.
- Led multi-stakeholder Database Update project, defining roles and responsibilities centered on the human resources management plan and activity list.
- Led Multi National Insertion and Extraction project. Identified high level requirements and risks, led real-time research, and managed project team members during execution. Closed project by successfully returning all personnel and equipment to their respective organizations.
- Led Organizational Deployment of automation equipment project to prepare organization for operations in an austere environment. Ensured necessary resources to meet project requirements, and ensured work was performed to quality standards.

CAREER HISTORY

Project Manager / UH72 Lakota Pilot, Louisiana National Guard	2015 – 12/2016
UNITED STATES ARMY	2003 – 2014
PROJECT MANAGER / UH72 HELICOPTER PILOT	2012 – 2014
PROJECT MANAGER / HELICOPTER PILOT	2008 – 2012
OPERATIONS ADVISOR / UH60 HELICOPTER MAINTAINER / INSTRUCTOR	2004 – 2006
BASIC TRAINING	2003
PMP / Member, PMI	2016

ML0002
PROJECT MANAGEMENT • OPERATIONS MANAGEMENT

LOCATION: College Station, TX
RELOCATION: Yes, Austin / San Antonio, TX Region
EDUCATION: B.S., Criminal Justice
CLEARANCE: Top Secret / SCI
AVAILABILITY: 1 July 2016

CERTIFICATION/TRAINING

Project Management Professional (PMP), Project Management Institute (PMI) 2016
Lean Six Sigma Green Belt, USMC (In Progress) Expected May 2016
Lean Six Sigma Yellow Belt
Expeditionary Warfare School, United States Marine Corps
Government Top Secret/Secret Compartmentalized Information (TS/SCI) Clearance

SUMMARY

Dedicated leader committed to project delivery, operational excellence and total customer satisfaction. Possesses expertise in all facets of project management lifecycle and delivery of strategic operational objectives. Eight years leading and mentoring diverse teams, and developing solutions to complex problems, increasing capability, improving efficiency, and delivering mission success. Highly skilled at communicating across all functional levels to guide teams toward on-time project delivery and increased operational excellence.

CORE COMPETENCIES

PMP Certification # 1914617 Project Management Operations Management
Risk Assessment / Analysis Communications & Integration Stakeholder Management
Timeline/Schedule Management Project Scope / Resources Quality Management

SUCCESSFUL PROJECTS DELIVERED

Led training/advising program for Afghan Army that focused heavily on stakeholder communication, risk management, change management, and leveraging cultural differences. Increased output by 400% while transitioning a static and operationally-stagnant unit of 150 individuals into a dynamic and independently functioning force achieving operational excellence within their market.

Developed new Standard Operating Procedures (SOPs) with key stakeholders to institute change in a high risk environment. Led team in researching, testing and implementing unconventional methods that would reduce risk while improving quality, efficiency, and safety. Final product adopted by Executive Management as framework for 900-person organization.

Led the merger of two separate departments involving flow of sensitive and compartmentalized information. Developed new tools and techniques while establishing procedures to stay within constraints/restraints. Produced an agile, efficient, and dynamic organization of 300 individuals capable of capitalizing on fleeting business opportunities, and ultimately increasing bottom line by 200%.

Led project to design and create a new company operations site. Relocated a 50-person team with associated resources while controlling flow of personnel into new location and taking corrective action for variances induced by the environment. Decisively increased market opportunity and expanded company's customer base by nearly 20%.

CAREER HISTORY
UNITED STATES MARINE CORPS

DIRECTOR, OFFICER RECRUITING, OFFICER SELECTION OFFICE
DEPARTMENT HEAD / DIRECTOR

- Led, trained, and developed a 35-person team of elite and highly specialized individuals in providing key operational support to parent organizations.

FOREIGN MILITARY TRAINING TEAM LEADER

- Led six-person team to serve as military advisors to a 140-person unit of the Afghan National Army.

STUDENT, TRAINING AND EDUCATION COMMAND

MS0004
PROJECT MANAGER • ACQUISITION OFFICER

LOCATION: Washington, DC (beginning summer 2016). Currently Pinehurst, NC.
RELOCATION: Yes/Prefer West Coast or DC Beltway, open to other locations.
CLEARANCE: TS/SCI Clearance (Active)
EDUCATION: MBA, University of Baltimore, Baltimore, MD
BS - Marketing, DePaul University, Chicago, IL
CERTIFICATIONS: PMP - Project Management Professional
Defense Program Management (DAWIA), Level III
Defense Acquisition Corps Member

CAREER HISTORY

ACQUISITION OFFICER, UNITED STATES ARMY, 2008-PRESENT

RESEARCH AND DEVELOPMENT PORTFOLIO MANAGER: Formulated and executed an annual \$90 Million investment program utilizing highly streamlined acquisition strategies tailored to support the complexities of the Special Operations tactical environment.

UNMANNED AERIAL VEHICLE TEST OFFICER: Responsible for independent assessments of the effectiveness and suitability of Unmanned Aerial Vehicles (UAVs) for future integration into the Army's acquisition portfolio.

ASSISTANT PROGRAM MANAGER FOR ARMY NETWORK INTEGRATION: Responsible for planning and integrating the Army's future networked capability sets for operational evaluations; executing a recurring semi-annual \$45 million budget for hardware and software design and integration.

OPERATIONS OFFICER, MILITARY ENTRANCE PROCESSING COMMAND: Managed a 30-person joint-service Military Entrance Processing Station (MEPS) servicing Hawaii, American Samoa, Guam, the Federated States of Micronesia, The Republic of Palau and the Republic of Marshall Islands in enlisting personnel into all branches of the military.

FIELD ARTILLERY OFFICER, UNITED STATES ARMY, 2002-2008

BRIGADE EFFECTS COORDINATOR, COMBAT AVIATION BRIGADE HAWAII: Responsible for advising an aviation brigade on the capabilities, limitations and implementation of non-organic assets into combat operations.

FIELD ARTILLERY OFFICER, INFANTRY BRIGADE COMBAT TEAM HAWAII: Led a 38-person team and associated equipment worth \$3 million supporting infantry formations with expertise in indirect lethal and non-lethal effect producing capabilities.

ADDITIONAL INFORMATION: Current TS/SCI Clearance; Over 27 months leading Soldiers in support of Operation Iraqi Freedom; Airborne, Ranger Qualified; Life Time and Active Member of the Veterans of Foreign Wars (VFW); Proud Husband of 10 years and father of two sons.

SC0003

PROJECT MANAGER • PROGRAM MANAGER • IT

LOCATION: OXNARD, CA
RELOCATION: YES, RALEIGH/DURHAM, NC
CLEARANCE: SECRET
EDUCATION: BS, COMPUTER INFORMATION SCIENCES
CERTIFICATIONS: PMP (PROJECT MANAGEMENT PROFESSIONAL), CSM (CERTIFIED SCRUM MASTER)
AVAILABLE: SEPTEMBER, 2016

Mission focused Program and Project Leader with expertise in the real-world application of project management lifecycle methodologies in the execution of complex programs and operations. Consistent record of success in increasing productivity, reducing expenditures, and applying continuous improvement initiatives across technical entities. A natural communicator, adept at working across organizations, divisions, with foreign stakeholders, and at every level, to achieve mission success. Currently pursuing CompTIA certification.

AREAS OF EXPERTISE

Project / Program Management	Organizational Leadership	IT / Technology Initiatives
Project Lifecycle Management	Requirements Definition	Identification of Deliverables
Timeline Development	Project Scope / Resources	Milestone & Metrics
Risk Assessment / Analysis	Training & Development	Continuous Improvement

KEY PROJECTS DELIVERED

MISSION ESSENTIAL TASK TRAINING PROGRAM - Identified key deliverables and project schedule to outline milestones and resources. Managed task execution and measured project performance thru task completion standards and proficiency levels. Archived lessons learned following each training activity.

REDEPLOYMENT AND REINTEGRATION - Identified and analyzed risks using organizational factors and expert judgment. Developed project schedule focused on resource management and timeliness of project.

Managed information flow to stakeholders. Continuously monitored and assessed risk involved and closed project once deliverables safely arrived to destination.

FIRES BRIGADE CERTIFICATION - Conducted benefit analysis with stakeholders on communication deliverables and impacts on organizational strategy. Obtained stakeholder approval, and determined corrective actions to maximize effectiveness of deliverables. Obtained feedback from stakeholders to improve future projects.

CAREER HISTORY

UNITED STATES ARMY OFFICER

2008 – PRESENT

OPERATIONS PROGRAM MANAGER

- Plan and supervise talent acquisition and customer service of quality applicants. Lead six recruiting centers covering a population of over 1 million people. Conduct detailed market analysis to create recruiting strategy. Develop customer and client relationships with education and community leaders to increase influence in target geographic areas.

OPERATIONS PROGRAM MANAGER

- Managed 24-hour IT support to over 1000 users. Consultant on communication systems to the Division Head. Planned and supervised the engineering, installation, operation, maintenance, and defense of all automation, software, hardware, and network devices. Managed 2 teams of 37 IT employees.

INFORMATION TECHNOLOGY OPERATIONS MANAGER

- Principal Consultant to the Department Head on operational and strategic communications. Responsible for planning, employment, operations, training, and maintenance of all network devices.

ASSISTANT OPERATIONS PROGRAM MANAGER

- Planned, coordinated, and directed operations in Iraq, supervising 90 employees. Head of the Human Resources (HR) and Logistics, managing over 200 operations in Central Baghdad.

PROJECT MANAGER

- Principal Adviser to the Senior Operations Manager on fire support and intelligence. Planned, coordinated, synchronized, and employed resources during specialized operations. Responsible for nine employees and their families.

TECHNICAL

Operating Systems: Windows Operating System, Ubuntu (Linux). **Programming:** C++, COBOL, JAVA, Visual Basic, HTML, Cascading Style Sheets (CSS), SQL. **Software Applications:** Microsoft Office Suite (Excel, Word, Access, Outlook, Publisher). **Web Applications:** SharePoint, Google (Drive, Docs, Sheets, Gmail, Hangouts, Calendar, Keep, Voice). **Networking:** TCP/IP, Local Area Networks (LAN), Wide Area Networks (WAN), KU-band Satellite Earth Stations **Hardware:** Promina Switches, CISCO Routers, Firewalls, Video Teleconference (VTC). **Peripherals:** Cellular Phones. **Military Systems:** FM/HF Radio Systems, Warfighter Information Network-Tactical (WIN-T), Joint Network Node (JNN), Command Post Node (CPN), Trailer Mounted Satellite Terminals, Transit Cases, Classified/Unclassified Network Components and Automations, "Legacy" Systems, SPEED, TIGR, FalconView, AFATADS, IKRome, BiZone.