

## **NAME 106**

Address  
Cell, Home, Office Phone  
E-mail

### **OBJECTIVE**

Operational Management

### **SUMMARY**

Twenty years experience in operations and training including managerial roles. Extensive experience in training in the use and maintenance of complex equipment and developing leadership skills. Experienced in OSHA safety requirements. Recognized as leader with excellent team development, communications, organizational and training skills which have significantly impacted organizational goal achievement and team cohesiveness.

### **PROFESSIONAL EXPERIENCE**

U.S. ARMY – ARMY NATIONAL GUARD – City, State Year – Year

#### Unit Advisor/Trainer

- Led training for 750 personnel focusing on technical competence in small 10-12 man teams; taught leadership skills including organization, problem solving, and accountability.
- Managed equipment valued at over \$500,000 maintaining readiness and minimizing costs.
- Conducted follow-up lessons and instilled lessons-learned resulting in improved future projects.
- Led assessment, development and execution of training programs for the introduction of new equipment across a four-state region ensuring personnel management, leadership, and equipment utilization skills and capabilities.
- Conducted formal briefings for senior managers within the Army National Guard.

TRUCK LINES, INC. – City, State

Year

#### Customer Service Representative

- Performed order entry, customer relations, records keeping accurately and efficiently.

FURNITURE STORE– City, State

Year – Year

#### Sales Associate

- Completed sales transactions, record keeping, and provided customer service increasing revenue and customer satisfaction.

U.S. ARMY

Year - Year

#### Senior Instructor – City, State (Year – Year)

- Led the Combined Arms Tactics Directorate of the United States Army Infantry School responsible for the training, management, health and welfare of 19 personnel.
- Developed and implemented courses of instruction certifying trainers for the largest training installation in the U.S. Army.
- Deployed to Afghanistan in charge of two 10-man training teams and helped train the Afghan National Army.

#### Manager – City, State (Year – Year)

- Led 24 personnel in a Helicopter Battalion stationed in the Republic of Korea responsible for the training, safety, health, morale and welfare of U.S. personnel and 2 Korean personnel.
- Managed maintenance and readiness of equipment valued at \$1.2 million.
- Supported Headquarter's vision and plan for the mission.
- Developed and executed a Division level Mortar certification program.

Observer/Controller-Trainer for the Army National Guard – City, State (Year – Year)

- Supported a congressionally mandated training program for a region; provided branch assistance in war fighting and leader development for groups of a Separate Infantry brigade.
- Prepared and conducted after action reviews and provided information for the Training assessment Model; conducted mobilization assistance team training and evaluation of priority National Guard units.
- Implemented training management programs for organizations in three states for transition to combat.
- Led assessment, development and execution of training programs and the introduction of new equipment ensuring management, leadership, and equipment skills and capabilities.
- Conducted formal briefings for senior managers within the Army National Guard.
- Advised and managed the health and medical benefits of over 50 personnel and families.

Section Leader / Manager – City, State (Year – Year)

- Served as a section leader and directed the planning, organizing, and training of four squads.
- Maintained more than \$1 million of equipment ensuring readiness.
- Provided for the health, welfare, and professional development of 17 personnel.

Instructor for the Basic Non Commissioned Officer Course – City, State (Year – Year)

- Provided instruction and counsel to students in leadership, communication, resource management, training the force, and military occupational skills proficiency.
- Assisted in preparation of course training schedules; maintained adequate supplies of forms and publications; provided input for training areas and facility use, supplies forecast, vehicle and equipment usage; evaluated students observed skill deficiencies and initiated corrective action.
- Selected among thousands as Non Commissioned Officer of the year and as Instructor of the year.

Fire Direction Center Chief – City, State (Year – Year)

- Led the technical and tactical operations as the Fire Direction Center Chief Computer assigned to a group in support of a Task Force battalion.
- Led operations and maintenance of the mobile Command Post and its components valued at over \$1 million.
- Produced and maintained graphic and situational overlays; trained Basic and Advanced Fire Direction Center procedures.
- Developed and executed training programs for the Mortar Ballistic Computer and Digital Message Device Interface.

Team Leader – City, State (Year – Year)

- Supervised and prepared for operations, prepared equipment for action and maintained two mortar carriers.
- Trained team in day and night firing techniques.
- Instructed personnel in ammunition handling, preparation techniques, and supervised handling and storage of ammunition.

**EDUCATION**

Business Administration – State University – 63 semester credit hours

Battle Staff College - Training development, execution, and operations  
Advanced Non Commissioned Officers Course - Leadership and management

Basic Non Commissioned Officers Course - Leadership and management

Primary Leadership Development Course - Leadership and management

Total Army Instructor Trainer Course - Train-the-Trainer

U.S. Army Safety Course - Introduction to OSHA regulations

U.S. Army Logistical Management College - Management of Supplies

Office of Civilian Health and Medical Program of the Uniformed Services - Health Benefits

U.S. Army Physical Fitness School - Master Fitness Trainer