

# Name I Last

Street Address ~ City, State Zip

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youremail@something.com

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## PROJECT & OPERATIONS MANAGER

Combat-tested leadership skills combined with an exceptional ability to manage multiple large-scale projects, tasks and priorities effectively and in a timely manner. Demonstrated track record of success in cutting costs, increasing efficiencies, and identifying uncharted opportunities. Swiftly comprehends the “big picture” and executes the boldest of organizational visions. Superior communicator, readily distills the most complex of materials into easily-understood, compelling presentations. Core competencies include:

- ◆ Top Secret/SCI Clearance
- ◆ Strategic Planning
- ◆ Training Plans
- ◆ Logistics Troubleshooter
- ◆ Sets Performance Standards
- ◆ Quality Assurance
- ◆ Process Optimization
- ◆ International Experience
- ◆ Excellent People Skills

## PROFESSIONAL EXPERIENCE

***Project Management:*** Oversaw all aspects of the successful completion of numerous project lifecycles, from inception and design to implementation and rollout. Resourceful and adaptable, exercising superb leadership and team playing skills with every assignment.

- Flawlessly managed \$19M in specialized projects while overseeing assets valued at \$25M+.
- Handpicked to serve on Admiral McRaven’s Personnel Tempo (PERSTEMPO) project with a contract budget of \$11.2M and an estimated \$8.4M in sustainment costs.
- Conducted analysis and risk assessments; recommended risk mitigation strategies.
- Coordinated efforts at the highest levels of the Joint Staff, Combatant Commands, federal agencies and international partners in the Global War on Terror.
- Streamlined operations and improved productivity through effective reporting, prioritization and customer communications.

***Leadership & Supervision:*** A superior leader with demonstrated performance in high-pressure environments. Improved organizational performance through hands-on training and a leadership approach that emphasized decision-making through active listening.

- Superbly managed and motivated as many as 205 Special Operations Forces personnel including subordinate department heads; earned a reputation for firm, yet compassionate mentorship.
- Proven proficiencies in training new personnel; renowned for professional expertise.
- Approachable, easily builds rapport with subordinates, peers and senior management.
- Led numerous combat operations including combined Army, Air Force and Navy strike teams; one site becoming a Coalition Forward Operating Base within 24 hours of capture.

***Problem-Solving & Analysis:*** Consistently implements keen analytical abilities and a proven team-based work dynamic with a systems-oriented approach to facilitate efficient and effective solutions. A critical thinker open to alternative views to optimize decision-making.

- Excels at proactively identifying project bottlenecks and recommending immediate, practical and cost-effective solutions in the field.
- Innovative multi-tasking and “out front” leadership style led the Concepts Integration Squadron in meeting all project milestones months ahead of schedule with only 60% of manning.
- Evaluated each facet of operations and provided recommendations for improvements in procedures, products and equipment.

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## EMPLOYMENT

U.S. ARMY, Various Duty Stations including the Middle East 1993 – Present  
*PERSTEMPO Project Manager, Preservation of the Force & Families Task Force, 2011 – Present*  
*Lead Planner, J35 Future Operations, 2010 – 2011*  
*Operations Officer / Branch Chief, J35 Global Synchronization Branch, 2009 – 2010*  
*Operations Officer / Squadron Commander, Asymmetric Warfare Group, 2008 – 2009*  
*Troop Commander, Asymmetric Warfare Group, 2006 – 2008*  
*Postgraduate Student / Special Projects, 2004 – 2006*  
*Ranger Headquarters Company Commander, 2002 – 2003*  
*Personnel Officer / Civil-Military Operations Officer, 2000 – 2002*  
*Airborne Company Commander, 1998 – 2000*  
*Infantry Officer / Platoon Leader / Executive Officer, 1993 – 1997*

## EDUCATION & TRAINING

U.S. NAVAL POSTGRADUATE SCHOOL, Monterey, California  
*Master of Science, Defense Analysis, 2005*  
~ Concentration in Irregular Warfare

U.S. MILITARY ACADEMY, West Point, New York  
*Bachelor of Science, 1993*

**Selected Military Training:** Strategic Operational Design; Asymmetric Warfare Group Assessment and Selection; Advance Techniques in Surveillance Detection; Off-Road Driving I & II, Evasive Driving Course, Unimproved Road Driver Training, and Vehicle Commandeering Module; Army Command and General Staff College; Joint Planning Course; Combined Arms and Services Staff School; Survival, Evasion, Resistance, and Escape Level-B Course; Ranger Assessment and Selection Program; Army Jumpmaster School; Airlift Operations Course; Ranger School; Master Fitness Trainer Course; Army Air Assault School; Army Airborne School; Military Academy Preparatory School

**Computer Skills:** MS Office Suite (Word, PowerPoint, Excel, Access)

## SELECTED AWARDS

*Bronze Star (x2); Meritorious Service Medal (x3)*

## MILITARY

Lieutenant Colonel (O-5), U.S. Army (Retirement Planned 2013)

## REFERENCES

*Excellent references furnished upon request.*