

**NAME**  
**Address**  
**Phone**  
**Email address**  
**Country of Citizenship: US**  
**SSN: xxx-xx-xxxx**  
**Clearances: TS/SCI Clearance; active**  
**Veteran Preference: 5 points-US Army Veteran**

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**Job Title:**  
**Department:**  
**Agency:**  
**Job Announcement Number:**

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### **CORE COMPETENCIES**

Technologies (Software, Systems, Hardware), Information Management, Project Management, Telecommunications/Communication Systems, Intelligence/Surveillance Systems, Installations, Systems Analysis, Information/Project/Telecommunications Management, Staff Training, Team Building/Leadership, Organization, Innovation, Problem Solving, Oral/Written Communication, Cross-Functional Team Management, Strategy/Tactics Development, Prioritization, Resource Allocation, Planning, Budgets/Forecasting, Productivity Enhancement

### **PROFESSIONAL EXPERIENCE**

July 2010 – October 2015

Employer Name

City/State

Hours per Week: 48

Salary: \$xx,xxx annually

Supervisor: Name

Phone: xxx-xxx-xxxx

May Contact

#### **Communication Information Systems Planner**

For the Communications Information Systems Branch effectively served as Supervisor of end-to-end services/support office with multiple responsibilities for supporting USANATO and NATO nations. Steered strategic planning, policy and capability-related issues at HQ and oversaw CIS planning/auditing/analysis of change management concerning functions, procedures, structures, collection, storage and authorized dissemination of squadron documents.

Performance excellence in resolving 1220+ HQ communication requirements gained 95% customer satisfaction rating; was successful in improving HQ communication by developing relevant reporting metrics as well as customer support improvement processes. Often tasked to serve as section chief and successfully provided exceptionally smooth, imperceptible transition activities during section chief absences.

Skillfully developed tracking system for equipment that produced 100% accountability performance for \$1M+ in squadron/HQ information systems equipment; was major driver of Configuration Change Proposal for EIS Express approval that resulted in \$400,000 savings in HQ NATO supply system. Led planning and coordination of information system relocation activities in three important offices; reported minimal downtime for HQ and no loss of equipment.

August 2008 – June 2010

Employer Name

City/State

Hours per Week: 48

Salary: \$xx,xxx annually

Supervisor: Name

Phone: xxx-xxx-xxxx

May Contact

**HQ Senior Section Leader**

Expertly served as Platoon Sergeant/Liaison Officer for Expeditionary Signal Battalion (ESB) supporting USAREUR, EUCOM, CENTCOM, AFRICOM and their subordinate commands; administered, organized, managed and developed training and unit policy distribution for 93+ Administration, Supply, CBRN, Mechanics and Dining Facility personnel and was responsible for equipment valued in excess of \$1M.

Successfully oversaw installation/operation/maintenance of AN/TTC-59 (V) 3 Joint Network Node (JNN) and additional communications equipment, and was tasked with assuring primary care, training, accountability, health and safety of more than 31 individuals/families. As Primary Liaison Officer within Iraq AO held responsibilities for tracking, training, deploying and assuring return of 6,000+ personnel; processed more than 3,000 Rest and Recuperation Leave Requests and successfully assured 100% accuracy of reports and timely flights for personnel.

Additionally, reviewed and verified accuracy of LNO Emergency Leave Budget Report that tracked over \$350,000 with zero discrepancies.

February 2005 – October 2010

Employer Name

City/State

Hours per Week: 48

Salary: \$xx,xxx annually

Supervisor: Name

Phone: xxx-xxx-xxxx

May Contact

**Senior Network Analyst Chief**

In this assignment, as Department of Defense Information Assurance Program Manager (IAPM), held multiple responsibilities for providing Assurance Certification and Accreditation as well as enforcing policy/guideline compliance throughout European Theater; authored/delivered array of technical analysis reports/presentations. Was tasked with supervisory responsibilities covering health, training, welfare and accountability for 60+ individuals/families.

Designated as Section Leader and successfully oversaw work performance of eight individuals; during assignment was responsible for implementing Information Security Stand-down that resulted in 98% password PKI encryption Certification throughout Command. Trained more than 500 personnel on computer operational compliance provisions/policies; also assisted in development/management of \$1.15M G3 Operations Plans and Exercises budget. Successfully provided five Brigade Combat Teams and two Combat Air Brigades with crucial communication support and planned/coordinated installation and operation of Warrior Information Network-Tactical (WIN-T) assets.

February 2002 – January 2005

Employer Name

City/State

Hours per Week: 48

Salary: \$xx,xxx annually

Supervisor: Name

Phone: xxx-xxx-xxxx

May Contact

**United States Army Detailed Recruiter**

Worked closely with potential enlistees, negotiating contracts and providing counsel regarding enlistment options, special programs and eligibility evaluations in consideration of enlistment into U.S. Army. Performance excellence resulted in selection as "Top Recruiter" based on dedication/commitment to Grafton Job Corps Association; received highly prestigious Alpha Award from National Job Corps Association. Steered development of Military Career Preparation Program that received national attention from Department of Labor.

**EDUCATION**

University-City/State

Master of Science, Information/Project Management; in progress; expected graduation 12/2016

**GPA: N/A**

**Semester/Credit Hours: N/A**

University-City/State

**Bachelor of Science, General Studies, 2015**

GPA: 4.0

Semester/Credit Hours: 128

Honors: Summa cum Laude

**TRAINING**

Advanced Senior Leadership and Training Course – Honor Graduate

Equal Opportunity Leadership

Composite Risk Management-Basic

Communications Security

Infrastructure Security

Operational and Organizational Security

The Manager as Coach and Counselor

Senior Safety Orientation

**CERTIFICATION**

CompTIA Security+, Career ID COMP001006890404

**TECHNICAL PROFICIENCIES**

Software: Active Directory, Windows Server 2007, Windows 7 and 8, Microsoft Office 2010, Internet Explorer 9, Microsoft SharePoint 2010, What's Up Gold, Solar-winds and SNMPc (Network Monitoring tools), Joint Personnel Adjudication System (JPAS)

Systems: Video Telecoms, V-LAN, PCs, printers, scanners, digital senders, Data collection systems. Command Brigade and Below /Blue Force Tracker (FBCB2/BFT), War-fighter Information Network-Tactical (WIN-T) Joint Network Node (JNN) systems, Signal Intelligence (SIGINT)/Electronic Warfare (EW) ground surveillance system (PROPHET systems), SINCGARS, EPLRS. Ground Mobile Radio (GMR), Handheld, Man-pack, Small Form Fit (HMS). Global Command Control System, Automated Message handling System