
Jane Doe

City, ST | (000) 000-0000 | email@email.com

Citizenship: US Citizen
Veteran's Preference: YES
Desired Job Industry: Military
Highest GS (General Schedule) Grade: N/A
Security Clearance: N/A
Desired Location:

RESUME OBJECTIVE

A strong-minded professional with over 20 years of diverse experience in information technology, with a focus on advanced communications systems and network administration. Proven success supervising over 100 employees in the military and academia in a variety of collaborative team leadership activities such as training and mentoring. Recognized as an exceptional mentor who takes pride in assisting others and leading by example while collaborating with others to ensure a unified approach to the situation. Demonstrates ability to apply emerging technologies, methods, and standards to the fields of information technology and radio frequency engineering to ensure mission success. Hands-on manager with extensive experience implementing field maintenance plans for information technology infrastructure in strict global environments. Possesses outstanding supervisory experience with a demonstrated ability to lead and motivate high-performance teams, increase productivity, adhere to deadlines and goals, and execute strategic plans. Exhibits a capacity for problem-solving through superior communication skills and the ability to resolve complex, time-sensitive issues by making sound judgments to effect positive change and refocus on new priorities. Efficient project manager capable of coordinating and directing all phases of project-related activities while managing, motivating, and guiding teams.

EXPERIENCE

United States Army

City, ST

01/18 – Present

Salary: \$ N/A

Hours per week: N/A

Series: N/A

Project Manager/Chief Instructor

Playing a key role in the development of a comprehensive communications education program while supervising over 17 employees and instructor staff tasked with training entry-level personnel in satellite communications technology. Designing curriculum to ensure the most effective and efficient training program possible in all aspects of programming, operation, installation, and troubleshooting. Monitoring staff members' abilities to plan, prepare, present, evaluate, and revise instructional materials. Collaborating with executive staff to manage the fiscal year's schedule and addressing readiness and effectiveness gaps across the organization. In charge of evaluating personnel and organizational output and performance. Responsible for the acquisition and integration of advanced communications systems for personnel deployed to combat zones. Serving as liaison with military personnel to affect the coordination of resources for required curriculum research as well as efforts across the organization.

- Orchestrated systemic troubleshooting efforts that resulted in the selection, mentoring, and expansion of opportunities for advancement for 500 new first-line employees
- Prepared, implemented, and upgraded classroom environments to safeguard computer networks and data
- Pioneered digital innovation and developed virtual portals to assist students with their coursework
- Maintains seamless communications by supervising multiple satellite architecture nodes, in the aftermath of architectural shortcomings
- Encrypts data transmissions and establishes firewalls to conceal sensitive information during transmission and to block tainted digital transfers

U.S. Marine Corps**City, ST**

03/16 – 01/18

Salary: \$ N/A

Hours per week: N/A

Series: N/A

Project Manager/Senior Advisor

Managed the organizational communications and maintenance program for a worldwide deployable organization with 3500 personnel. Directly supervised and mentored over 100 frontline employees and six first-echelon supervisors. Developed strategies and oversaw the installation, operation, and maintenance of single-channel and multichannel transmission systems during tactical and garrison operations, while also being accountable for the equipment's readiness. Designed and implemented appropriate Communication Security Procedures for satellite communication. Responsible for effectively troubleshooting all transmission systems and backend equipment, as well as conducting site surveys for future transmission sites. Coordinated with contractors and senior management to accurately interpret communication systems and audit security controls. Planned project stages and assessed business implications while supervising and guiding technical staff to research incident response, vulnerability life cycle management, and end-point protection. Monitored progress to ensure that deadlines, specifications, and budget targets were met.

- Pioneered the use of a cloud-based system for high-level military weapons systems, to increase accuracy and response time in an asymmetric threat environment
- Identified deficiencies and gaps in equipment capability and readiness measures
- Evaluated security features, used appropriate inspection and survey techniques, and conducted a thorough review of security proposals and compliance plans

Army Network Warfare Battalion**City, ST**

07/10 – 03/16

Salary: \$ N/A

Hours per week: N/A

Series: Pay Plan: N/A

Satellite Transmission System Manager

Oversaw more than 100 people as part of a innovative satellite communications program and integrated communication networks for command and control. Leveraged advanced knowledge of spectrum analysis tools, specialized computer hardware/software, transmission security, and communications security. Provided capability briefings to senior executive staff to increase awareness and buy-in. Diagnosed and repaired malfunctioning equipment by utilizing test meters, circuit diagrams, polarity probes, and other hand tools. Confronted with the challenge of bridging gaps in equipment relevance and network reach. Reviewed and evaluated unclassified and classified information management practices, as well as logistics, personnel, organizational output, and performance. Maintained wideband satellite communication terminals operating across multiple bands, as well as designed and implemented new system structures, monitored satellite activity, and audited modem security. Revised organizational capabilities of all multichannel and satellite transmission systems.

- Developed training programs that adhered to industry standards and held frontline staff accountable
- Installed, maintained, and operated a diverse range of sophisticated communication platforms
- Increased communication between management's upper and lower echelons resulted in a record 93 percent rating for employee satisfaction and individual readiness
- Coordinated with senior military planners to identify capabilities, limitations, and opportunities within the Department of Defense Information Network Operations domain
- Planned, integrated, and synchronized efforts with capabilities related to the information environment operations, such as electronic warfare, space operations, and offensive cyberspace operations
- Increased capability and readiness levels from 34% to 96%

AWARDS

Navy and Marine Corps Achievement Medal 2017

Awarded for exceptional quality leadership, business practices, and operational management of communications and human capital programs.

PROFESSIONAL CERTIFICATIONS

CompTIA Secure Infrastructure Specialist 2016
CompTIA IT Operations Specialist 2016
CompTIA A+ ce 2014
CompTIA Security+ ce 2014
CompTIA Network+ ce 2014
CompTIA ITF+ 2013

COURSEWORK

Transmission Systems Chief Course 2015
Communication Training Battalion

Communication Planning 2015
U.S. Marine Corps

Electronic Warfare 2013
U.S. Marine Corps

Navy Electronic Key Management System Manager Course 2013
U.S. Marine Corps

Military Strategic and Tactical Relay (MILSTAR) Planners Course 2012
U.S. Army Schools

SWAN Mini Operators Course 2012
Marine Corps Tactical Systems Support Activity

Global Broadcast System 2011
Communication Training Center – 1

Satellite Transmission Systems Operator Course 2011
Marine Corps Detachment

Secure Mobile Anti-Jam Tactical Terminal Operator/Maintainer 2010
Marine Corps Detachment

High Frequency (HF)/Ultrahigh Frequency (UHF) Field Radio 2010
Communication Training Battalion

EDUCATION

Bachelor of Science in Computer Information Systems 2009
University, City, ST