
John 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 highly experienced operations and professional communications executive with over 15 years of experience developing, implementing, and managing training programs, as well as leading cross-functional teams in the execution of numerous special projects. A resilient team leader and mentor with a proven ability to lead, guide, and inspire others to achieve exceptional results. Self-motivated and action-oriented individual with a proven track record of success in conceptualizing, developing, and implementing operational strategies. Extremely disciplined and focused when dealing with high-pressure situations. Coordinates the preparation and implementation of the mission training budget in accordance with the mission training plan, provides oversight and ensures that resources are allocated appropriately so that training is cost-effective and has the maximum operational impact. Continuously evaluates the command's training program through inspections or reviews of reports and issues guidance/directives to effect improvements in the use of training facilities and aids, methods or allocating training time, multiple drills, training equipment, and the procurement or construction of additional training aids and materials. Possesses a strong willingness to take-action in the absence of specific direction. Proactive and adaptable with an exceptional ability to anticipate unexpected business developments, quickly formulate and take decisive action.

EXPERIENCE

Marine Forces Command

City, ST

06/16 – Present

Salary: \$ N/A

Hours per week: N/A

Series: N/A

Special Staff Training Officer/Operations Chief

Works as a training officer and staff director on the development and execution of multiple training programs as well as an advisor role to foreign militaries. Successfully directs and supervised all tasks associated with the operations and training cell departments. Works on maintaining and improving coordination with strategic military affiliates, federal law enforcement, and civilian agencies. Committed to promoting and initiating extended relationships in support of the unit's mission and vision statements. Plans, coordinates, and supervises the development and implementation of training plans for teams, companies, and the battalion. Coordinated administrative functions required to deliver and document training programs. Overseeing a broad spectrum of activities which included logistical coordination, contracting negotiations, external business relations, and financial management review authority for all training-related matters and contracted projects.

- Took the role of a senior advisor for training management and budgeting totaling \$37m over five years
- Regulates contracting mediation on top of coordinating \$2.4m annually in support of critical skills training
- Develops internal procedures establishing the critical evaluation process designed to assess and certify over 500-unit objectives and standards in support of mission requirements
- Responsible for day-to-day operational decision-making, budgetary requirements, and safeguarding of information

2d Marine Division**City, ST**

03/97 – 01/16

Salary: \$ N/A

Hours per week: N/A

Series: N/A

Infantry Marine/Combat Instructor/Infantry & Sniper Platoon Sergeant

Organized and instructed a series of classes which included offensive operations, defensive operations, land navigation, close combat/martial arts, hand and arm signals, patrolling and basic communications. Monitored and approved/disapproved the execution of RPA special and school training funds allocated through the RSC. Established and recommended priority and commitment of resources projected and available for personnel, equipment and facilities. Worked on modifying and adapting skill sets acquired in these classes while re-enforcing the wickets from the master lesson files. Shown outstanding time management skills during the execution of all associated classes due to their strict schedule. Proven period of detailed accountability and management of personnel, funds and equipment at locations all around the United States.

- Successfully lead, trained, and mentored over 43 personnel through different training and operational plans
- Demonstrated superb communications skills in support of VIP visits and high-level engagements as a staff liaison
- Developed high organizational and planning skills while directing and implementing multiple projects including training and medical policies, foreign weapons, and programs
- Advised senior counsel on special projects including unit training and management, mission readiness, operational planning, future working group requirements, and budget planning
- Served as the senior supervisor in the absence of the Staff Operations and Training Officer (SOTO) and as Team Leader for special projects
- Established overall operations, plans and programs for the RSC considering directives and materials issued by higher headquarters
- Ensured that necessary instructions are provided to subordinate brigade, groups, battalions, and other units

Company**City, ST**

07/94 – 03/97

Salary: \$ N/A

Hours per week: N/A

Series: Pay Plan: N/A

Assistant Manager

Directed and supervised continual education programs of all employees in the organization while ensuring that all store personnel were fully certified, qualified and at the appropriate level per their specific job title. Supervised employees during day-to-day tasks, provided customer support in escalated situations and managed the overall workflow of a workplace. Was in charge of monthly and semi-annual maintenance of store stock, implementation of new parts and services. Examined and confirmed that all new store stock and parts were on the desired quality level. Worked with the manager to organize, plan and implement strategy, coordinates retail store operations, and ensured store schedules and objectives are met by employees. Addressed customer inquiries and resolved any complaints that would come up.

- Increased the sales across the board by 30 percent as a direct result of improving major processes
- Improved inventory by anticipating customers' needs and preparing an adequate service
- Kept regular track of employee performance records and increased their effectiveness by analyzing related reports and informing them on how they can improve
- Implemented workflow procedures based on direction from the company's General Manager

COURSEWORK

Ground Safety Officer (10hr OSHA Certified)	2017
Advanced Antiterrorism Officer	2016
Military Free-fall Jumpmaster	2016
Yellow Belt Lean Six Sigma training	2014
Professional Leadership/Development Courses	2014
Basic Hostage Negotiation Techniques	2012
Microsoft Office Applications	2012
Professional Communications	2012
Travel & Budget Audit Certified	2011
Static Line Jumpmaster	2009
Water Safety/Survival Instructor	2007
Martial Arts Instructor/Instructor Trainer	2002
Instructor Orientation Course	2000
Marine Corps Detachment	

EDUCATION

Bachelor of Science, Organizational Leadership University, City, ST	2015
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