

John Q. Public
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EDUCATION

BA, Broadcast Journalism, 1992
Arkansas State University, Jonesboro, AR

MS, Management, 2002
Auburn University at Montgomery, Montgomery, AL

Magna Cum Laude, GPA 3.69

GPA 3.9

EXPERIENCE: September 1995 – Present – United States Air Force, Captain

Jul 2004 – present – Operations Officer: Managed deployments of over 750 personnel/146 systems worth over \$165M, providing worldwide DOD operations with tactical air base communications/information, air traffic control, and weather systems. Sourced equipment and personnel for readiness exercises and provisional taskings supporting Tinker Air Force Base.

- Team leader for deployment actions; ensured flawless command and control; key contributor to overall “Excellent” rating
- Revamped unit’s mobility procedures; clarified roles; orchestrated actions of 25-person team to ensure smooth processes
- Filled 107 different requests for equipment and personnel amongst 5 squadrons/6 base agencies; complete focus on mission
- Provided field combat training for 30 base-wide Lieutenants as part of Lieutenant Professional Development Program

Jul 2003 – Jul 2004 – Flight Commander: Supervised 43 troops in 10 group functions: supply/mobility readiness, vehicle operations and maintenance, security, public affairs, personnel, civil engineering, network management, and information management. Responsible for \$18M, 462 vehicle fleet, \$2M of chemical warfare equipment, \$28M in supplies, and \$9M in military construction.

- Deployed to Al Udeid Air Base, Qatar, as officer in charge of Air Force Communications Coordination Cell
- Provided real-time monitoring of all Air Force communications systems at 25 sites throughout Southwest Asia
- Conducted personnel processing for 100 deploying airmen—ensured proper legal, financial, and medical support
- Executed plan for better garrison physical security—erected temporary barriers immediately/developed long-term plan

Jul 2000 – Jul 2003 – Program Manager: Lead 12 personnel in acquisition, development, and implementation of \$17M Security Forces Management Information System (SFMS) utilized at 214 bases worldwide. Integrated functional requirements with budgeting, contracting, testing, and engineering to ensure the program was executed per government acquisition policy.

- Created innovative training program—developed telecourse for overseas units—saved \$400K in travel costs
- Handpicked to lead negotiations to bring other DOD agencies into joint SFMS environment—potential \$2M savings
- Fielded four major software releases—enabled SF commanders to produce accurate, up-to-date reports whenever required
- Coordinated effort to build time-saving, web-based visitor’s pass and training functionality—saved \$10K per course

Jan 1999 – Jul 2000 – Executive Officer: Directed executive support for group commander and deputy group commander. Assigned and tracked all suspenses, arranged and scheduled meetings, organized tours, and implemented actions directed by the group commander. Monitored performance of 20 administrative staff members within group.

- Lauded by commander. “. . . my right arm; impact player who multiplied my effectiveness with his keen vision”
- Completely revamped all processes for information flow within unit—momentum and focus way up; rework way down
- Handpicked during deployment to document transport of accused war criminals from Balkan theater to the Hague
- Praised by two-star Chief of Staff for “highest caliber professionalism and excellent mission execution”

Sep 1997 – Jan 1999 – Deputy Flight Commander: Directed visual information operations and services for 13,000 personnel, including video production/documentation, still photography, graphics, electronic imaging, and video/still photography equipment maintenance. Supervised 50 people and managed \$4M in equipment resources.

- Customer service unmatched! Executed 2,415 work orders with a 99 percent first-time acceptance rate
- Lead deployed Combat Camera team—coordinated beddown, transportation, and communications to complete mission
- Aggressively took on the challenge as unit mobility officer—updated personnel rosters, equipment, and training—mission ready
- Lead project officer on high visibility upgrade to Scott AFB Commander’s Access Channel

Sep 1995 – Sep 1997 – Officer-in-Charge: Produced, directed, and wrote priority video television productions. Coordinated the efforts of 10-person crew at remote locations and studio environments. Managed video assets in excess of \$2M.

- Created smart team to run flight mobility preparations—achieved zero cargo problems during command-level inspection
- Lead team through successful evaluated exercise deployment—named “Superior Performer” by ACC Inspector General
- Distinguished graduate at Basic Communications Officer Training, awarded to less than 2 percent of graduates