**Name** 123-123-1234

Linkedin HTML email address

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| --- |
| **Supply Chain Management**  Logistical Coordination | Program Management | Operational Oversight |

**Top Secret Security Clearance SCI Project Manager Professional (PMP) Certified**

**PROFICIENCIES: TECHNICAL AND PROFESSIONAL**

**Process Improvement** | **Turnarounds** | **Strategic Leadership** | **Master Developer**

|  |  |
| --- | --- |
| * Contract Management * Policies and Procedures * Workforce Coordination * Executive Advisor | * Employee Supervision & Leadership * Lean Management Principles * Training and Development * Planning and Execution |

**HIGHLIGHTS OF PERFORMANCE**

* Oversaw 3 Miliary Base Level Reviews; validated 2.1K assets; decreased aircraft part delays by 16%.
* Developed and expedited equipment storage process; released 700K parts and increased storage.
* Directed 19K shipments; decreased Traffic Management Function turn-around average by 63% and kept $183K.
* Administered operations for 4.6K household shipments; implemented improvements and saved $39K.
* Led effort to find and track 1.5K+ IT assets; identified 19 items on past statements and recovered $13K.
* Guided $160K vehicle repairs supporting largest Technical Training Group; delivered 96% Vehicle In-Commission Rate – exceeding Air Force goals.

**PROFESSIONAL EXPERIENCE**

**Program Coordination:**

* Led 200 team members across 10 job titles; executed $1.2M budget while managing 420+ vehicle fleet to include operations, maintenance, and taxi support for 6.5K personnel.
* Created Missouri/Illinois congressional outreach program; briefed 13 staffers and secured National Defense Authorization Act language on US Transportation Command mobility priorities.

**Process Improvement:**

* Decreased aircraft assets rate 46%; gained 8K parts worth $272M; enhanced mission capability.
* Revitalized fuels pipeline; reinforced 28M sq ft support structure; issued 130M gallons of fuel.
* Reviewed 66 lessons for schooling overhaul; verified HQ requirements and enabled 30% production increase.

**Transportation Management:**

* Produced 6.1K transportation requests; moved 17.8K passengers and 5.9K short tons of cargo offering 60K accident-free miles with 99% customer satisfaction rate.
* Crafted strategic communication for 13 Capital Hill engagements; gained critical appropriations support and pushed $7.2B Global Household Goods Contract.
* Expedited delivery of 8 aircraft engines; increased mission capability rate by 19%.

**WORK HISTORY**

United States Air Force

**Deputy Director, Legislative Affairs** Jun 2019 - Present

*Served as Advisor to command concerning legislative activities; built and implemented Congressional engagement initiatives. Interfaced between government agencies on key legislation affecting goals, policies, and operations.*

* Led 70+ congressional inquiries and 8 National Defense Authorization Act (NDAA) report requirements; shaped congressional opinion and interest that increased policy communication
* Delivered 73 contract award notices to Congress; totaling $14.8B and increased state and district interest; key to Congressional support.

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#### **Commander, Air Forces Central Command Al Dhafra** Jun 2018 – Jun 2019

*Commanded 223 Air Force and Royal Australian Air Force personnel on Central Commands only base executing all 5 Air Force core missions. Managed 2nd largest fleet, 866 assets worth $108M – supported 3.5K military members.*

* Expedited Mission Impaired Capability Awaiting Parts process; released 700K parts; increased storage 70%.
* Validated 2.1K assets; established Contingency Readiness Spares Package; decreased part delays 16%.
* Revitalized fuels pipeline; reinforced 28M sq ft support structure; issued 130M gallons and power 10K missions.

#### **Commander, Logistics Readiness** Jun 2015 – Jun 2018

*Led 220+ employees strengthening Central Commands only military base that executes all 5 Air Force Missions. Directed DoDs largest fueling operations and container program.* *Managed vehicle feet and 866 assets worth $108M and supporting 3.5K personnel.*

* Managed headquarters largest deployment exercise; processed 14 on-time aircraft departures for 167 passengers and 52 short tons of cargo.
* Executed emergency operations; coordinated 7.3K vehicle repairs; enabled 787 crisis responses.
* Coordinated log planning, deployment command and control, cargo preparation, loading, reception, bed down, and redeployment activities.

**Operations Officer & Academic Instructor** Nov 2011 – Jun 2015

### *Assisted Commander with ensuring standardized curriculum execution for development of military leaders. Guided 560 personnel per year through the Air Force’s $22.8M resident Professional Military Education (PME) course. Mentored instructors through feedback and department level training; offered advisement on overall performance.*

### Supervised academic committee; created grading rubrics for 2 keynote assignments; standardized grading process for 70+ faculty.

### Streamlined major updates to student evaluation documents, established assessment timeline for instructors; improved evaluation standards for 4K students.

### Distribution, Energy and Equipment Branch Officer Nov 2010 – Nov 2011

*Directed, planned, and managed air and ground transportation activities for two Regional Headquarters and four geographically separated units. Led fuels team in support of 191 aircraft; developed forward area refueling point program. Managed 1.4K+ vehicles at 12 military installations and overseeing 54K support equipment assets.*

* Implemented solutions and decreased 33 vehicle authorizations; saved Air Force $3.1M.
* Orchestrated Air Force Special Operations Command’s Item Unique Identifier effort; meet DoD milestones and marked 14K+ assets ahead of schedule.

**Various Leadership Positions – Air Force Directorate of Operations** Jan 2002 – Nov 2010

**FORMAL EDUCATION**

**Master’s Degree, Military Operational Art & Science/Studies** USAF Air Command and Staff College

**Master’s Degree, Emergency and Disaster Management** Touro University

**Bachelor of Arts** Mississippi University for Women