

Name Surname

INSTRUCTOR | ADMINISTRATION MANAGEMENT

- Big Pine Key, FL, US
- email@address.domain
- 555 555 5555

Citizenship: United States ▪ **Availability:** 10 Business Days ▪ **Location:** Willing to travel/relocate

ANNOUNCEMENT NUMBER: **XXX**

JOB TITLE AND GRADE: **XXX**

PROFESSIONAL OVERVIEW

Communication • Weapon System • Assets

Intuitive, dynamic, results oriented professional possessing an extensive background in the management of hands-on, and instruction in both tactical and operational environment. Adept in the application of innovative solutions and material resources that result in the development and implementation of operational procedures to support new equipment and training requirements for clients in both civil and military forums.

Certified Instructor – U.S.

SECRET SECURITY CLEARANCE – SSBI

KEY STRENGTHS & AREA OF EXPERTISE

- Management & Control
- Tactical Communications & Operations
- Training Development Programs
- Leadership & Dynamic Team Building
- Planning & Implementation
- Customer & Client Relations
- Conduct in-depth inspections
- Change & Quality Assurance
- Instructional Guiding & Logistic Coordination
- Strong research and analysis
- Business Relations & Resource Allocation
- Diagnostic skills to isolate deficiencies and malfunctions
- Knowledge of multiple weapons systems and small arms
- **IT Literacy**

EDUCATION & CREDENTIALS

Academic Qualification:

COLLEGE NAME - Key West, Florida, USA

currently enrolled

- Diving BS and Technology
- PADI instructor course
- Scientific Diver Program

UNIVERSITY NAME – Hattiesburg, Mississippi
72 credit hours

HIGH SCHOOL NAME – Parkersburg, West Virginia
High School Diploma

graduated

Certifications:

COMMERCIAL DIVING ACADEMY – Jacksonville, FL, USA

2014

- Diver Certification Board of Canada (D.C.B.C.) Unrestricted Surf Supplied Commercial Diver
- Association of Commercial Diving Educators (A.C.D.E.), Air/Mixed Gas Commercial Diver
- Certified in accordance with N.C.C.E.R Rigging Fundamentals
- Qualified in accordance with OSHA, Haz-Mat/Hazwoper procedures (40 Hours)
- Non Destructive Testing (N.D.T.) Level I & II U/W V.T., U.T. & M.P.I.
- First Aid, C.P.R., Oxygen Provider & Automated Defibrillator Qualified
- AWS D3-6M Underwater Welding Certificate
- National Center for Construction Education and Research N.C.C.E.R core curriculum
- NASE Instructor Qualified
- Commercial Diving Academy Emergency Medical Technician Program Graduate
- Commercial Diving Academy Diving Medical Technician Program Graduate
- (EMT and DMT qualifier to take National Exam – to be completed at FKCC)

Military Training

Operational Risk Management – US DEPARTMENT OF THE NAVY	2006
Basic Instructor Course – KEELSER AIR FORCE BASE, Mississippi	2006
DOD Information Assurance Awareness – US DEPARTMENT OF THE NAVY	2005
Ammunition Administration – COMBAT TRAINING CENTER ATLANTIC, Virginia Beach, Virginia	2004
Gunner's Mate – SERVICE SCHOOL NAVY NEC 9525	2003
Small Arms Repairer – ORDNANCE CENTER AND SCHOOL, Aberdeen Proving Ground, Maryland	2003
Gunner's Mate – SERVICE SCHOOL NAVY NEC 9536	2002
Gunner's Mate – SERVICE SCHOOL COMMAND, Great Lakes, Illinois	2001

Furnished on request

Other Training, Schools, and Qualifications
 Performance Ratings, Awards, Honors, and Recognitions

PROFESSIONAL EXPERIENCE

Company Name – Key West, FL & Lower Keys, FL **2014-Present**
 Supervisor: Name Surname (555 555 5555) 50 Hrs per week
 May be contacted (yes/contact me first) Salary: \$XX,000.00/year

PROPERTY MANAGER – VACA RENTAL – REALTY OFFICE – RESERVATION | CONCIERGE

ADMINISTRATION MANAGEMENT: Oversee and manage a team of the largest property management company in the Florida Keys.

ASSETS MANAGEMENT: Inventory of over \$XXB in property capital and management.

BUSINESS DEVELOPMENT: Assisting in marketing and web design. Serve as a Powerhouse for capital improvement and company goal mindset.

BUSINESS RELATIONS: Acting as a leader in property maintenance and owner relationship.

Accomplishments:

- Increased revenue by over a quarter of prior year accomplishments through corrections to concierge development and customer service.
- Increased marketing through web design and product development for property advertisement.

Company Name – St Louis, MO & Atlanta, GA **2007-2013**
 Supervisor: Name Surname (555 555 5555) 75 Hrs per week
 May be contacted (yes/contact me first) Salary: \$XX,000.00/year

TRAINMASTER – REGIONAL OPERATIONS MANAGER

ANALYSIS & IMPLEMENTATION: Analyzed expenditures and other financial information to develop plans, policies, or budgets for increasing profits or improving services. Implement schedule and policy changes.

RELATIONSHIP MANAGEMENT: Collaborated with other managers or staff members to formulate and implement policies, procedures, goals, or objectives.

REGULATION MANAGEMENT: Monitored operations to ensure that staff members comply with administrative policies and procedures, safety rules, union contracts, and government regulations.

BUDGETING: Ensured that expenses are consistent with approved budgets.

STAFF MANAGEMENT: Planned, organized, or managed the work of subordinate staff to ensure that the work is accomplished in a manner consistent with organizational requirements.

OPERATIONS MANAGEMENT: Set up operations policies and standards, including determining safety procedures for the handling of dangerous goods.

LOGISTICS COORDINATION: Directed investigations to verify and resolve customer or shipper complaints. Controlled activities related to dispatching, routing, or tracking transportation vehicles, such as aircraft or railroad cars. Processes procurement, including equipment research and testing, vendor contracts, or requisitions approval.

RECOMMENDING: Prepared management recommendations, such as proposed fee and tariff increases or schedule changes. Recommend or authorize capital expenditures for acquisition of new equipment or property to increase efficiency and services of operations department.

TEAM BUILDING: Supervised workers assigning tariff classifications and preparing billing. Conducted employee training sessions on subjects such as hazardous material handling, employee orientation, quality improvement, or computer use.

OPERATIONS & RELATIONSHIP: Directed and coordinated, through subordinates, activities of operations department to obtain use of equipment, facilities, and human resources. Negotiated and authorized contracts with equipment and materials suppliers, and monitor contract fulfillment.

OPERATIONS RECOMMENDATIONS: Directed activities of staff performing repairs and maintenance to equipment, vehicles, and facilities.

FIRST CONTACT POINT: Served as contact persons for all workers within assigned territories. Promoted safe work activities by conducting safety audits, attending company safety meetings, or meeting with individual staff members.

PROCEDURES IMPROVEMENTS: Conducted investigations in cooperation with government agencies to determine causes of transportation accidents and to improve safety procedures. Developed criteria, application instructions, procedural manuals, or contracts for federal or state public transportation programs. Participated in union contract negotiations and settlements of grievances. Provided administrative or technical assistance to those receiving transportation-related grants.

Accomplishments:

- Supported X railroad industry yards within the St Louis area. Last position and operations involved the highest traffic route in the United States from Chattanooga, TN to Atlanta, GA connecting to Jacksonville, FL via H line operations covering over XXXX miles of railroad.
- Maintained Conoco Phillips Wood River Refinery as project manager.
- Oversaw of St. Louis interchange operations and pacesetter tracking by managing XXXX miles of operating mainline traffic and over XXX local crew business crew operations.
- Was active within the Chattanooga hump yard and automotive operations fields.
- Gained qualification as a brakeman, conductor, and engineer.

US Navy – Mississippi

Supervisor: Name Surname (555 555 5555)

May be contacted (yes/contact me first)

2009-2012

55 Hrs per week

Salary: \$XX,XXX.00/year

WEAPONS MAINTENANCE ADMINISTRATOR, GMC/E-7

LEADERSHIP: Led XX staff to maintain weapons systems and associated equipment valued at more than \$XX million.

ASSETS MANAGEMENT: Track and maintain repair parts for X active Naval Mobile Construction Battalions and all assigned Reserve NMCBs.

MISSILE SYSTEM: Operated and maintained guided missile launching systems, missile launching groups, rocket launchers, small arms, shipboard guns and gun mounts, turrets, projectors, and associated handling equipment.

MAINTENANCE & LOGISTICS: Inspected and repaired electrical, electronic, hydraulic, mechanical, and servo systems. Tested and inspect ammunition, missiles, and components. Tested and replaced circuit boards and electronic equipment components. Inspect and service hydraulic equipment. Maintained hydraulic pipes, fittings, and pressure gauges. Handled and stow explosive ordnance. Tested electrical and electronic equipment for short circuits, ground, and continuity of interconnecting cables and wiring between components. Followed schematic diagrams and hydraulic system blueprints. Installed mechanical alignment hardware. Completed maintenance data forms. Conducted supply inventories. Repaired and maintained small arms. Performed system operability tests. Instructed crew in explosives handling and storage. Inspected missile-handling equipment. Adjusted and aligned

launch equipment. Maintained shop and equipment logs. Prepared equipment maintenance reports. Ordered repair parts and special tools. Repaired and performed general maintenance on synchros, hydraulic pumps, and pneumatic systems. Diagnosed intermittent, recurring, and interacting electrical and electronic malfunctions. Supervised crew in missile and nuclear weapon handling, including ammunition handling and storage, hydraulic and pneumatic systems maintenance, and environmental pollution control. Also serve as Armorer and Repair Parts Manager.

Accomplishments:

- Optimized Defense Reutilization Marketing System (DRMO) to save more than \$XXX,000 in tools and repair parts.
- Achieved 100% readiness rate for all weapons and collateral equipment through effective technical inspections.
- Supported XX multi-service commands, saving \$X.X million and X,XXX work hours.
- Established small arms repair parts program which saved over \$X.X million.

US Navy – Mississippi

Supervisor: Name Surname (555 555 5555)

May be contacted (yes/contact me first)

2001-2009

55 Hrs per week

Salary: \$XX,XXX.00/year

SMALL ARMS REPAIR TECHNICIAN, GM1/E-6

ADMINISTRATION MANAGEMENT: Managed \$XX million worth of equipment with no deficiencies. Issued, recovered, and repaired organizational weapons, ammunition, and collateral equipment.

MAINTENANCE: Maintained, tested, isolated faults, and repaired components of electrical, hydraulic, and pneumatic systems for gun mount and missile launching weapons systems. Disassembled, inspected, identified malfunctions, repaired, and reassembled small arms: pistols, rifles, shotguns, light and heavy machine guns, grenade launchers, and mortars. Conducted preventative maintenance on small arms. Supervised pre-fire operations. Incorporated USMC Small Arms Repair, scheduled, and Microsnap programs.

INITIATIVES: served on Safety Board, as Armorer, and as Ammunition Technician. Deployed to Okinawa and Southwest Asia.

Accomplishments:

- Consistently ranked among top 5 of XXX peers.
- Received highest rating during technical inspection.
- During contingency operations, supported X separate units, saving over \$XXX,000 and XXX work hours.
- Completely overhauled unit's weapons and ammunition program; rehabilitated armory.
- Maintained 100% equipment readiness. Single-handedly managed weapons and collateral equipment for Operation Iraqi Freedom deployment.
- Saved \$XX,000 by training armorers in sister commands.