

G.I JOE

99 Any Street • City, ST 10100 • Home: (555) 555-5555 • Cell: (555) 555-5555 • email@emailaddy.com

EXECUTIVE SUMMARY

Multifaceted, driven and highly motivated professional seeks career in a **management or supervisory** capacity; offering 20 years of leadership roles, complimented by proven skill to significantly enhance corporate objectives by utilizing the following areas of expertise:

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|--------------------------------|--|
| § Operations Management | § Training / Instruction |
| § Logistics Management | § Maintenance Management |
| § Personnel Management | § Client Relations |
| § General Management | § Aviation Management / Engineering |

MANAGEMENT QUALIFICATIONS

Methodology:

- § Drive business through aggressive management initiatives resulting in increased revenue growth
- § Implement and identify opportunities to improve cost efficiency and productivity
- § Establish strategic relationships to leverage significant long term business opportunities
- § Build solid reputation for effective leadership by implementing process innovative techniques, overseeing business goals, protocols and functions
- § Train and motivate new hires for operations to ensure optimal efficiency
- § Verify appropriate action plans and performance measurements based on corporate goals
- § Ensure customer service and satisfaction is afforded highest attention and priority
- § Creative approach to problem-solving
- § Sensitivity and commitment to diversity in the workplace

Results:

- § Ensure customer service and satisfaction is afforded highest attention and priority
- § Developed and established plans, policies, and procedures projects **valued at over \$1 billion**
- § Annually **evaluated \$23 million contractor training program** for compliance with USAF training criteria
- § **Created a rigorous training program** for 10 subordinate Flight Engineer Instructors
- § Established student training syllabus guidelines and procedures
- § Analyzed and **assessed current training programs and calculated future requirements** through the development of lesson plans and training seminars
- § **Facilitated an extensive library** of regulations and training record documentation

CLEARANCE

- § Security Clearance – SECRET

EMPLOYMENT HISTORY

UNITED STATES AIR FORCE

Flight Engineer Superintendent / KC-10A

06/1997 – Present

517TH Airlift Squadron - Elmendorf Air Force Base, Alaska

- Develop, initiate and oversee plans policies and procedures for 40 assigned Flight Engineers operating 15 aircraft; translate broad guidance into specific guidelines for 5 subordinate supervisors as well as develop and implement new work methods that ensures maximum productivity
- Mentor personnel and utilize TQM to work towards effective resolution
- Conduct comprehensive ground and flight personnel evaluations; continuously conduct qualification, remedial and upgrade training

Flight Instructor

10/1986 – 06/1997

517TH Airlift Squadron - Elmendorf Air Force Base, Alaska

- Developed extensive training program for Flight Engineers
- Conducted annual evaluations of \$23 million contractor training program to ensure total compliance
- Developed lesson plans and facilitated classroom training seminars
- Forecasted future requirements via analysis of current training programs
- Administered an extensive library of regulations and training record documentation
- Managed, scheduled and assigned training events for students and instructors

Maintenance Technician / B-52G

10/1982 – 03/1986

517TH Airlift Squadron - Elmendorf Air Force Base, Alaska

- Charged with troubleshooting, installation, repair and inspection of aircraft components
- Conducted comprehensive pre and post flight maintenance inspections
- Diligently maintained all aircraft technical orders and documents
- Supervised 2 apprentice technicians

LICENSES

§ FAA Airframe and Power Plant
§ FAA Flight Engineer – Turbojet

§ FCC Radio Operator

EDUCATION

Associate Degree: Applied Science – Aviation Operations	2002
Associate Degree: Applied Science – Aircraft Maintenance Technology	2002
First Sergeant's Symposium	2000
Total Quality Management Course - USAF	1995
Leadership and Management Academy - Distinguished Graduate – USAF	1994
Airman Leadership Course - Graduated Top 3%	1984