

# G.I JOE

---

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

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

## 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

517<sup>TH</sup> 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

517<sup>TH</sup> 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

517<sup>TH</sup> 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