

Your Name, MS, USAF Lt. Col., Ret.
Washington, DC Area
your.name@gmail.com • 202.555.5555
www.linkedin.com/in/human-resources-management

SUMMARY

Proven Military Human Resource Executive: Personnel Training, Revenue Growth, Budget, Operations, Hospitality, Team Diversity

Self-directed and driven executive management professional with a comprehensive background leading human resources, operations, cost savings, sales development marketing and cross-functional teams to ensure success and achieve goals. Known as an innovative thinker with strong military, entrepreneurial, business startup, hospitality and food service acumen. Demonstrated success developing and seamlessly executing management plans in diverse, global locations. Recognized for maximizing performance by implementing appropriate strategies through analysis of details to gain understanding of the competitive position, emerging issues, trends and relationships. Highly organized, creative problem solver who excels at guiding teams through complex projects. Expertise includes developing and managing multimillion dollar contracts, budgets, and advising C-level executives.

- Human Resource, Personnel
- Food and Beverage
- Servant Leadership, Management
- Budget, Financial Control
- Strategic Planning, Operations
- Community Outreach Services
- Talent, Performance Management
- Business Operations
- Franchise, Owner, Operator
- Recruitment, Hiring, Training
- Marketing, Digital, Social Media
- Process Analysis, Improvement
- Diversity, Inclusion
- HR Information Systems (HRIS)
- Inventory, Vendor Relationships
- Revenue Growth, Expansion
- Conflict Resolution
- Turnaround Management

PROFESSIONAL EXPERIENCE

United States Air Force, Washington, DC

2002-Present

Chief, Career Field Management Team, The Pentagon, Arlington, VA, 2017 - Present

- Lead \$529K contract improving the military human resources pay system impacting 330K military personnel.
- Develop strategic-level policy for A1 career field leadership development programs to over 2,430 A1 officers.
- Build and maintain viable officer career field to ensure long term sustainability. Provide officer footprint analysis.
- Deliver guidance to AFPC, MAJCOM, Joint Staff and Office of Secretary of Defense on policies and programs.
- Conceive and design studies and provide analysis effecting A1 officers and brief results across leadership spectrum.

Commander, 55th Force Support Squadron, Offut AFB, Omaha, NE, 2015-2017

- Led 585person organization supporting 57K families and supportive agencies.
- Oversaw \$7.3M in fixed assets and an operating budget of \$15M while generating sales of \$8.8M.
- Grew sales by 15% (\$213K) in one year by overhauling digital marketing with 40% website view growth.
- Added new \$59K annual revenue stream and reinvested \$5.3M into base improvement.
- Garnered \$375K in commercial sponsorship with 99% business partner return rate.
- Improved business operations by cutting 1.6K hours of wasteful processes, saving Air Force \$25K through self-help projects.
- Provided human resource and business advice to senior leaders and base personnel.
- Led all aspects of multiple businesses in the hospitality, child care, education, travel and automobile industries.
- Advocated for auto lot expansion project, overhauled billing processes and annual major adult event
- Co-located three businesses into one location and improved communitywide collaboration and support for military families.
- Raised quality of life improvements for families and base population.
- Increased customer and family programming and improved corporate culture and developed leadership programs.
- Overhauled squadron key spouse network, built cohesive teams and overhauled customer service models.

Chief, Colonel Force Management Division, The Pentagon, Arlington, VA, 2013-2014

- Advised chief of staff and Secretary of the Air Force on human resource policy issues.
- Led \$6.7M Air Force contract overhauling HR promotion practices.
- Saved 240+ labor work hours annually and moved practice from paper to full digital application.
- Saved \$25K a year by writing and implementing human resource policies for Air Force colonels.

Executive Officer, The Pentagon, Arlington, 2013-2014

- Advised human resource director and division chiefs on personnel and implemented policies.
- Orchestrated hundreds of activities and ensured proper planning and execution of policies and programs.
- Streamlined processes and oversaw 591 multiagency taskers with a 98% on-time rate.
- Influenced 40+ House of Representatives and Senate decision documents and Department of Defense (DoD) leaders.

Operations Officer, 39th Force Support Squadron, Incirlik Air Base, Adana, Turkey, 2011-2012

- Supported 4.5K U.S. military, civilian and family members. Integrated five flights and 282 personnel.
- Led unit and installation personnel readiness, unit training and quality assurance programs.

Workforce and Personnel Flight Commander, Incirlik Air Base, Adana, Turkey, 2010-2011

- Led 32 human resource personnel supporting 4K military, civilian and family members.
- Negotiated \$229M Turkish M.D. best-practices contract supporting 250 nationals which ensured labor force was compliant.
- Averted \$138M in labor losses by leading installation civilian labor agreement strike team and re-wrote strike plan.
- Improved nuclear surety HR practices and improved data accuracy from 64% to 97% above goals.
- Leveraged social media and cut three days in redundant practices resulting in 100% fill rates.
- Interpreted, analyzed and implemented HR policies and programs to ensure proper utilization of resources.

Recorder, USAF Selection Board Secretariat, Randolph Air Force Base, San Antonio, TX, 2008-2010

- Reduced costs \$17K by and reduced board size 13% while leading the Air Force's largest board promotion review.
- Interfaced with senior leaders and Department of Justice (DOJ) on board process and procedures.

Chief, Senior Officer Plans and Programs, Randolph Air Force Base, San Antonio, TX, 2006-2008

- Translated Air Education and Training Command (AETC) Commander's policies into actionable plans.
- Led \$500K multiyear digital human resource management tool that improved visibility on senior officer performances.
- Raised \$41K in three days for local and national charities through Combined Federal Campaign.

Section Commander, Robins Air Force Base, Macon, GA, 2005-2006

- Increased human resource efficiency 25% by leading three person staff for 400+ squadron; coordinated morale improvement.
- Managed correspondence, special projects, briefs and e legal orders for base commander.

Executive Officer, Robins Air Force Base, Macon, GA, 2004-2005

- Directed human resource functions and provided guidance to staff supporting 25,000 employees covering 8,800 acres.
- Led all professional development for senior officer peers.

Chief, Customer Support and Relocations, Robins Air Force Base, Macon, GA, 2002-2004

- Led 37 staff to create human resource policy for 25K+ employees and monitored workforce efficiency.

EDUCATION

M.S., Master of Military Operational Art and Science Studies, Air Force University, 2015

M.S., Master of Science, Counseling Psychology, Troy University, 2002

B.S., Bachelor of Science, Psychology, Troy University, 2001