

JOHN Q. PUBLIC

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ORGANIZATIONAL / ADMINISTRATIVE MANAGEMENT ▪ TRAINING INSTRUCTOR

Inducted into the Audie Murphy Club for exemplary leadership characterized by a personal concern for the needs, training, development, and welfare of [soldiers] and their families; "leads from the front."

"A leader/mentor/teacher -- I would choose to lead my own son."

- WILLIAM H., LT COLONEL, US ARMY

- Personnel Supervision
 - Information Management
 - Operations Management
 - Training Management
 - Human Relations
 - Business Communication
 - Employee Development
 - Resource Management
 - Financial Stewardship
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Professional Experience / Career Highlights

UNITED STATES ARMY

1984 - Present

FORT POLK, LA

The Joint Readiness Training Center (JRTC), the Warrior Brigade, and medical, dental and police commands support Fort Polk.

Assistant Academy Director, Noncommissioned Officer (NCO) Academy 06/2006 – Present

Direct 32 training instructors in the annual implementation of standard-based, performance-oriented Instructor Training and Small Group Instructor Training Courses for Specialists and NCOs.

- Develop, obligate and execute budget valued over \$2.5M.
- Key contributor to achievement of academy's accreditation, enhancing reputation and credibility.
- Supervise organization, training, and operations for 1080 Specialists and NCOs annually in preparation for leadership in contemporary operating environments.

Manager / Human Resources, Training, Labor Relations

06/2004 – 06/2006

Supervised 18-21 personnel engaged in operations and information management functions relative to organization, training, and operations. Edited and prepared training plans and materials. Coordinated the implementation of operations, training programs, and communications activities.

- Mentored and coached 575 senior/junior managers throughout eight JRTC training cycles to prepare for future, non-conventional engagements in the Global War on Terrorism.
- Enhanced training with lessons learned in OPERATIONS Iraqi Freedom/Enduring Freedom.
- Contributed technical expertise in achieving score of 100% on Division inspection.
- Commended by Ft. Polk Commanding General for excellence of After Action Reviews (AAR).

FORT BRAGG, NC

02/2001 – 06/2004

Manager / Human Resources, Training, Labor Relations

Conducted daily business (administration, procurement, logistics, and maintenance) and technical functions of organizational operations. Focused upon individual training, performance standards, and professional development of team capable of deploying globally within 18 hours.

- Led 50 combat missions in OPERATIONS Iraqi Freedom and Enduring Freedom; mentored junior personnel in achieving career goals, recognition, and graduation from professional military schools.
- Second in management succession; assumed overall authority in senior management's absence.
- Advised senior management on Human Resources actions, such as promotions and demotions, assignments, and human capital resource management.
- Contributed to publishing and implementation of organizational Standard Operating Procedures.
- Awarded Bronze Star for performance and dedication in austere, extreme, and stressful conditions.
- Inducted into The Sergeant Audie Murphy Club, for significant contributions to the development of a professional workforce and high impact organization.

Fort Jackson, SC

05/1998 – 02/2001

Training Manager / Military Training Instructor

Provided full-time support to the development and administration of the training program for 16 permanent employees and 250 Initial Entry Training personnel. Advised senior management on training, logistics, personnel and unit plans. Drafted training schedules, oversaw training library, equipment and aids. Liaised with HQ training personnel.

- Advised personnel on educational requirements and prepared applications for service schools.
- Supervised the implementation and accomplishment of the Individual Training and Evaluation Program and the Army Training Management System (ATMS).
- Supervised payroll, personnel, and administrative activities of personnel.
- Established procedures to resolve personnel-related matters and supervised through resolution.
- Selected Drill Sergeant of the Year, 1998.
- Commended for superior instructional skills, outstanding leadership qualities, and values.

Professional Military Education / Training

Primary Leadership Development Course; Basic Non-Commissioned Officer Course;
Advanced Noncommissioned Officers' Course; Warrior Leadership Course; Training Instructor School

Awards and Commendations

Bronze Star Medal (1 OLC), Meritorious Service Medal, Army Commendation Medal (6 OLC), Army Achievement Medal (4 OLC), National Defense Service Medal, Iraq Campaign Medal, Global War on Terrorism Expeditionary and Service Medals, Humanitarian Service Ribbon,
NCO Professional Development Ribbon (Numeral 3)