

SUMMARY OF QUALIFICATIONS

A multifaceted, detail-oriented, and combat-proven US Army Veteran with eight years of leadership, management, and mission accomplishment experience. A strategic project planner and manager with a focus on tactical execution even in the midst of competing deadlines and complex, changing, or ambiguous environments. Employs all available resources while designing creative solutions and implementing strategies that improve efficiency in a cost-efficient manner. Extensive counseling competency and communication skills well-suited for “teaching, coaching, and mentoring” as well as influencing personal and organizational improvement. Dedicated to understanding the clients’ needs, providing client-centric solutions, and following through until they achieve their objectives. Ready to bring my experience, training, knowledge, and passion on board while adding significant value to any organization.

Areas of Expertise

- Business Ethics and Workplace Integrity
- Composite Risk Management and Mitigation
- Customer Relationship Management
- Corporate Training and Development
- Human Resource and Personnel Management
- Leading Organizations through Change
- Lean Supply Chain Management and Logistical Coordination
- Manpower Analysis, Retention, and Recruitment
- Multivariable Cost Benefit Analysis and Optimization
- Organizational Behavior, Dynamics, and Structure
- Organizational Transformation and Process Improvement
- Personal Coaching and Developmental Counseling
- Positive Cash-Flow Planning, Execution, and Accounting
- Professional Research, Analysis, and Application
- Project Management
- Quality Control and Standards Enforcement
- Strategic Operational Planning and Tactical Execution
- Team Coordination and Communication

PROFESSIONAL EXPERIENCE**Battalion Adjutant/Human Resources Manager**, 1-337th Aviation Regiment, Ft. Knox, KY May 2008- July 2009

- Served as Battalion’s Human Resources Manager—single-handedly ensuring timely and efficient processing of all Battalion personnel tasks and actions while maintaining a 100% on-time completion rate.
- “Taught, coached, and mentored” deploying Battalion Adjutants and clerks during mobilization training while focusing on Essential Combat Personnel Services (Reception, Replacement, Return-To-Duty, Rest and Recuperation (R&R), Redeployment, Casualty Operations and Management, Awards Processing, and Personnel Accountability).
- Awarded Army Achievement Medal and recognized by Commander of 3-142nd Assault Helicopter Battalion for “outstanding casualty and combat-focused training” provided to unit’s Adjutant and Personnel Section prior to Iraq deployment.
- Rated as “one of the best two Captains” (out of nine) within the Battalion.
- Personally requested by the Brigade Commander to serve as the Brigade Adjutant/Human Resources Manager.
- Transformed Human Resources support within the Battalion and through higher channels while continuously dealing with numerous obstacles that previously impeded effectiveness and efficiency.
- Ensured every Battalion Soldier remained current on their Servicemember Group Life Insurance and Death Gratuity beneficiary designation elections.

Team Commander, B/1-337th Aviation Regiment, Ft. Knox, KY June 2007- May 2008

- Led six Soldiers and Attack/Reconnaissance Aviation Observer- Controller/Trainer team responsible for “teaching, coaching, and mentoring” National Guard and Reserve Aviation units during pre-deployment and mobilization training.
- Lead planner and Officer-in-Charge of theater-replicated Personnel Recovery exercises resulting in two Army National Guard Blackhawk Battalion Task Forces (360 personnel) trained to survive downed aircraft situations.
- Created and instituted a Personnel Recovery scenario-based training model and exportable training support package that became the unit standard for all subsequent training events.
- Served as Battalion’s Personnel Recovery subject matter expert.

Assistant Squadron Operations Officer, 2-17th Cavalry Regiment, Ft. Campbell, KY and Iraq June 2005- September 2006

- Rated as one of the best Captains (out of 16) within the Squadron.
- Deployed to Iraq for second year-long tour.

Squadron Liaison Officer, Tikrit, Iraq December 2005- July 2006

- While geographically separated and independent from the Squadron, served as the Squadron Commander’s personal representative at 101st Aviation Brigade and 101st Airborne Division (Air Assault) Headquarters.
- Worked directly with the Squadron Executive, Operations, Personnel, Communications, and Logistics Officers while coordinating administrative, logistical, and operational tasks between parent Brigade and Squadron; allowed the Squadron to remain focused on providing continuous and direct support to 1st Brigade Combat Team/101st Airborne Division (Air Assault) in and around Kirkuk, Iraq.
- Through strict and lean supply chain management, ensured the Squadron’s 30 OH-58D helicopters flew more hours than any other unit within the Brigade.

Squadron Battle Captain and Operational Planner, Kirkuk, Iraq September- December 2005

- Planned, coordinated, managed, and tracked the Squadron’s daily flight missions and mission-supporting elements.
- Liaison on daily and even hourly basis with different units to verify timeliness/effectiveness of requested close air support.
- Constantly maintained situational awareness and updated higher, lower, and adjacent units on current conditions and circumstances to complement their situational awareness.

Squadron Adjutant/Human Resources Manager, 2-17th Cavalry Regiment, Ft. Campbell, KY July 2004- June 2005

- Led a staff of 10 Soldiers and responsible for all administrative tasks (strength management, casualty operations, personnel accountability, awards, and evaluations processing, etc.) and personnel actions for the Squadron's 398 Soldiers.
- Rated as one of the best Captains (out of 16) within the Squadron.
- Personally and directly coordinated all administrative actions for the Squadron Commander.
- Served as a pilot participant in the Army's Human Resources transformation --Personnel Services Delivery Redesign (PDSR) which shifted Human Resources support from Personnel Services Battalions to Brigade and Battalion Adjutants/Human Resources Managers. Instituted an adaptive plan necessary to support the 30% increase of execution tasks while also receiving the Squadron's management responsibility of the Personnel Information Management systems (TOPMIS and eTOPMIS, eMilpo, EDAS, and MEDPROS). Received Commendable ratings from the PSDR assessment team three months after execution.
- Supervised administrative transformation necessary to support the Squadron's 47% personnel growth (from 270 to 398).
- Ensured all 398 Soldiers met 100% of administrative requirements prior to deploying to Iraq for second year-long tour.

OH-58 Kiowa Warrior Platoon Leader, B/2-17th Cavalry Regiment, Ft. Campbell, KY and Iraq May 2003- July 2004

- Led a platoon of 15 Aviators and Maintenance Personnel and 4 OH-58D Kiowa Warrior Helicopters (with associated maintenance-support equipment) valued in excess of \$15 million while in combat.
- Flew over 538 accident-free combat flight hours while serving as an Air Mission Commander for 96% of missions flown.
- Maintained an operational readiness rate that exceeded Army standards by 15%.
- Denied an impending mortar attack on 101st Airborne Division (Air Assault) Headquarters while located in Mosul, Iraq.

OH-58D Kiowa Warrior Troop Executive Officer, B/2-17th Cavalry Regiment, Ft. Campbell, KY and Iraq January- May 2003

- Assisted the Troop Commander and Troop First Sergeant on all administrative, operational, and logistical aspects in support of the Troop's mission.
- Supervised the Troop's loading, shipping of equipment, and processing of personnel in preparation for Iraq deployment.

MILITARY EDUCATION

Army Aviation Tactical Operations Officer Course, Ft. Rucker, AL April- May 2007

Army Aviation Captains' Career Course, Ft. Rucker, AL October 2006- April 2007

OH-58D Kiowa Warrior Qualification Course, Ft. Rucker, AL August- December 2002

Army Aviation Officer Basic Course, Ft. Rucker, AL August 2001- July 2002

- Commandant's List Graduate
- Awarded Aviator Badge

EDUCATION

Currently pursuing: Boston University (online), Boston, Massachusetts

- **Certification in Financial Planning**

United States Military Academy, West Point, New York

June 2001

- **Bachelor of Science in Psychology** with emphasis in Leadership and Management Theory and Development
- **Minor in Systems Engineering**

MILITARY AWARDS

Valorous Unit Award, Meritorious Unit Citation (with 1 OLC), Army Meritorious Service Medal; Air Medal (5); Army Commendation Medal (with 1 OLC); Army Achievement Medal (with 1 OLC); National Defense Service Medal; Iraqi Campaign Medal (with 3 Campaign Stars); Global War on Terrorism Expeditionary Medal; Global War on Terrorism Service Medal; Army Service Ribbon; Overseas Ribbon (2); Aviator Badge; Parachutist Badge; Air Assault Badge

PERSONAL

Married with two children. Possess a Commercial Helicopter Pilot's License with Instrument Rating and qualified to fly Bell Jet Ranger helicopters. Flew over 900 accident-free flight hours of which 554 hours were in combat. Interests include personal financial planning, cooking, running, swimming, and bicycling. Pursuing a CERTIFIED FINANCIAL PLANNER designation.