

FIRST M. LAST

Communications Specialist – RF Spectrum Analyst

622 Main Avenue #354
Annapolis, MD 21401

410-312-6766
lastname@mail.com

Highlights:

- Extensive technical expertise as a Telecommunications Specialist with specific proficiencies in electromagnetic spectrum analysis and management.
- Specialty designations as an Electromagnetic Spectrum Management Craftsman, and Satellite and Wideband Communications Equipment Craftsman.
- Seasoned team leader, supervisor, and resource manager.
- Innovative problem solver with a documented track record of success.
- Dedicated professional, with a reliable and solid work ethic.
- Excellent communication and customer service skills.
- Top Secret (SCI) Government Security Clearance.

Education: AAS, Electronic Systems Technology, Community College of the Air Force

Experience:

Telecommunications Specialist – RF Spectrum Analysis. In-depth knowledge of all aspects of electromagnetic spectrum analysis and management activities including the assignment of frequencies to support military communications and operational requirements.

- Expeditiously coordinated frequency needs with federal, military, and civil spectrum offices; while establishing operating authority to ensure minimum interference to military radio frequency operations.
- Proven technical abilities and competence during numerous military exercises and contingency operations; provided radio frequency (RF) requirements for a multi-national force of over 6,000, representing 15 nations.
- Formally recognized for contributions to the successful command and control of over 82,000 combat sorties in support of UN sanctions against Iraq by establishing secure frequencies for over 350 aircraft.
- Averaged 95% approval rate for frequency and satellite access requests, shattering the Air Force wide average of 80%

Problem Solver. Astute analytical abilities contributed to significant cost avoidance and enhanced operational efficiency. Strong proponent of diverse inputs for problem-solving and decision-making.

- Coordinated national approval of a wide-area UHF two-way radio system that resulted in cost avoidance exceeding \$21 Million.
- Developed highly effective use charts and diagrams to demonstrate surge of use during combat operations in the Middle East.
- Hand-picked to lead the overhaul and creation of improved Joint Restricted Frequency List (JRFL) procedures that reduced electronic warfare effects on friendly emitters.

Supervisor & Resource Manager. A stand-out leader and manager, with a solid professional reputation. Successfully supervised two technicians, and thirty external contractors. Effectively organized workloads, projects, and provided trouble-shooting guidance leading to mission success.

- Implemented highly successful training programs that significantly improved personnel performance; including a complete upgrade of Disaster Preparedness Operating Procedures that proved invaluable during Tropical Storm Barry.
- Accurately accounted for assets valued at over \$2 Million including prudent use of budgeted funds.

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Employment:Spectrum Manager.

Joint Spectrum Center, Defense Information Systems Agency, Annapolis MD 2004 – present

Spectrum Manager.

Headquarters, Air Force Special Operations Command, Hurlburt Field FL 1999 – 2004

Spectrum Manager.

U. S. Air Force Europe, Communications Systems Squadron, Ramstein Germany 1996 – 1999

Supervisor, Frequency Management.

607 Air Communications Squadron, Osan Air Base, Republic of Korea 1995 – 1996

Training:

Over 1500 hours formal and special classroom/laboratory training; and over 320 hours formal training in contemporary leadership, supervision, and resource management.

Relevant course topics included:

- Advanced Leadership (NCO Academy), Distinguished Graduate, 280 Hours.
- Contingency Wartime Planning, 80 Hours.
- Radio Frequency Management, 480 Hours.
- Joint Automated CEOI System (JACS) Operations, 80 Hours.
- Spectrum XXI Department of Defense Operations, 80 Hours.
- Fiber Optic Cable Installation, Splicing, and Maintenance, 52 Hours.
- Digital Radio and Multiplexer Acquisition (DRAMA) Communications, 144 Hours.
- Wideband Communications Equipment, 800 Hours.

Awards:

Numerous personal awards for superior and professional job performance, including:

- President of the United States Meritorious Service Medal
- Secretary of the Air Force Commendation Medal (three separate awards)
- U. S. Air Force Woman of the Year 2003 Finalist

Military:

Master Sergeant (E7), Electromagnetic Spectrum Management Craftsman, U. S. Air Force