

First M. Last

Operations and Program Manager

1680 Lake View Drive
Meridian, MS 39330

605-333-5555
lastname@mail.com

Highlights:

- An executive-level leader and aircraft maintenance manager with documented success in progressively dynamic and challenging positions.
- Extensive experience in organizational development, operations management, resource management, project/program management, and problem solving.
- Specific expertise in the maintenance of aircraft and aircraft systems and related flight equipment.
- A polished professional with exceptional demeanor and communication skills.
- Top Secret Government Security Clearance.

Education: BS, Aviation Maintenance Technology, Embry Riddle Aeronautical University

Experience:

Operations and Program Management. Outstanding coordination of several aircraft maintenance and repair organizations throughout the U. S. Navy. Employs strict attention to detail and astute planning skills to maximize maintenance budgets and schedules. Extensive knowledge of all aircraft related maintenance applications, programs, and procedures.

- Flawlessly directed the maintenance operations and programs of over 160 aircraft, encompassing jet and jet training aircraft, helicopter trainers and aviation training assets.
- Developed and implemented procedures designed to evaluate and streamline maintenance requirement programs, greatly improving efficiency and cost effectiveness of critical maintenance systems.
- Successfully managed and maintained the calibration and specialized tools program, maximizing and ensuring detailed expedition of cost effective maintenance.
- Directed and supported numerous line and line refueling operations, including effective coordination and employment of aircraft support equipment and troubleshooters.

Executive Leadership and Organizational Development. Oversees organizations of up to 250 diverse technicians, supervisors, and managers. A strong proponent of training and development, focused on improving organizational performance.

- Established comprehensive training programs that targeted critical technical and business skills, that optimized performance across the board, and mitigated personnel shortages.
- Extensive experience with Department of Defense contractors on all aircraft maintenance programs, ensuring compliance with Department of Defense contracting regulations.
- Sought-after mentor who provided hundreds of direct reports for wise professional and personal guidance.

Problem Solving and Analysis. Consistently implements keen analytical abilities and a proven team-based work dynamic with a dynamic systems-oriented approach to facilitate efficient and effective solutions. A critical thinker; open to alternative views to optimize decision-making.

- Guided the development, testing and verification of numerous manufacturing techniques and procedures designed to facilitate and maximize the maintenance process.
- Continuously ensured complete product reliability through ensuring verifiable quality processes were completed on all line items produced.

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Employment:

Program Manager

Naval Air Training Command, Meridian MS

2001 – present

Program Manager

Bureau of Naval Personnel, Point Mugu, CA

1999 – 2001

Maintenance Manager

Patrol Squadron 47, Barbers Point HI

1996 – 1999

Maintenance Supervisor

Helicopter Combat Support Squadron 6, Norfolk VA

1993 – 1996

Special Skills:

- Knowledgeable in major defense acquisition programs, including Federal Acquisition Regulations.
- Dynamic public speaker and trainer.

Training:

Over 2,300 hours formal training in general and executive leadership and management, operations and program management; several years of specialized training in aviation maintenance and supply operations. Relevant course topics include:

- Aviation Maintenance Management (800 Hours)
- Advanced Leadership and Management (320 Hours)
- Maintenance Operations Supervision (160 Hours)
- Program and Project Management (160 Hours)

Awards:

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

- President of the United States Meritorious Service Medal
- Secretary of the Navy Commendation Medal (five separate awards)
- Secretary of the Navy Achievement Medal (three separate awards)

Military:

Lieutenant Commander (O4), Aviation Maintenance Officer, U.S. Navy