

# e-Resume

Donald Reed  
June 11, 2018



Sprint 1

## Deliverable

# Platform and Language

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Windows/Linux using PHP

This project is to build a resume website while learning web development skills. The project will include an actual resume for future employers to review. The main focus of the website will be learning PHP for server-side and backend web development.

## Github User

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DPaulReed

## Github Repository

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<https://github.com/DPaulReed/Resume>



## Project Timeline

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### 6/14 Update Cover Page

- Change Background
- Change Font
- Change Text Layout
- Add Optional Content

### 6/15 Update Existing Federal Resume

- Compile and summarize each job description from individual unit tour summaries into a single job description covering span of military career
- Update education to include colleges and AA Degrees from Mississippi Gulf Coast Community College (MGCCC) and Cape Cod Community College (CCCC)

**Project Planning:** This project will require varying time dedicated to research and work with each aspect. Much of the resume has already been compiled for the purpose of submission through various employment resources and job centers. Most of my time will be comprised of composing the code to display my resume as a webpage demonstrating my skills to effectively engineer code using HTML, CSS, and JavaScript.

## Issues and Concerns

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The federal resume that I currently have uploaded onto USA Jobs is comprised of several pages. Each job description from each tour of duty from every unit I was assigned is summarized separately. Because each unit was a unique assignment, shortening the length of the resume could result in excluding information that a potential employer may find useful when deciding between another candidate and me.

## Resume

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### Donald Reed

10780 Allen Drive  
Pass Christian, MS 39571 US

Phone: 228-365-6512

Email: Donald.p.reed@outlook.com

**Work Experience:** US Coast Guard 08/2015 – 09/2017

Base New Orleans Electronics Support Detachment  
1790 Saturn Blvd New Orleans, LA 70129 United States

#### **Supervisor, Senior Chief Electronics Technician, E-8**

Masterfully organized, coordinated, and supervised the maintenance, repair, and installation of navigation, and communication electronics. Arranged Coast Guard ship and land based unit mission support through direct communication with area, district, and unit commands. Directly supervised civilian contractor and personnel during scheduled electronics suite installation, maintenance, and upgrades while acting as technical advisor, quality assurance, and liaison. Provided detailed training and supervision for the work performed by shop personnel. Provided technical oversight for organizational programs associated with business processes, resource management (facilities, equipment, budget, stock control and infrastructure), organizational analysis, systems management, strategic planning, metrics and training.

Provided technical guidance in the development of program goals, plans, policies, and procedures and work plans dealing with the development of installation strategic visions, evaluation of overall logistics process effectiveness, modernization, and transforming current business operations and support systems, and modifying logistics strategic planning. Established, developed, and maintained effective working relationships with other organizational and installation personnel, counterparts at higher headquarters, DoD, other agencies and local, state and federal government counterparts as well as commercial and private organizations.

Directed, coordinated, and oversaw work through subordinate supervisors. Advised supervisors and managers on administrative policies and procedures, technical problems, goals, work priorities and methods. Created flow charts and other management tools to determine areas in which improvements



are required. Maintained a continuous surveillance of operations to determine and ensure proper organization alignment and distribution of personnel. Selected candidates for subordinate non-supervisory positions and recommended selections for subordinate supervisory positions. Explained performance expectations to subordinate supervisors and employees directly supervised and provided regular feedback on strengths and weaknesses. Appraised performance of subordinate supervisors and other employees directly supervised and served as reviewing official on evaluation of non-supervisory employees rated by subordinate supervisors and employees. Heard and resolved group grievances and employee complaints referred by subordinate supervisors and employees.

Evaluated methods and techniques concerning the efficiency and effectiveness of program operations to make improvements and detect deficiencies. Established, revised, or reviewed policies, procedures, mission objectives, and organizational design for the staff, as necessary, to eliminate issues to mission accomplishment, promote team building, implement quality improvements, or in response to concerns with regulatory compliance and customer requirements.

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U.S. Coast Guard  
Communications Station Boston  
4700 Greenway Road, Forestdale, MA 02644 United States

04/2012 - 08/2015

Officer In Charge, Senior Chief Electronics Technician, E-8  
Responsible for Coast Guard High Frequency (HF) and Medium Frequency (MF) Communications in support of Coast Guard missions encompassing Security, Search and Rescue, Fisheries Enforcement, and Counter Narcotic Interdiction for the North Atlantic including its coast, tributaries, and waterways. Provided effective management oversight for a \$16.6M facility encompassing maintenance, physical security, personnel property, operations, and civil engineering. Orchestrated the day-to-day operations of electronics and communications facility, administration offices, barrack rooms, engineering shops, galley, 542 acres and twenty-two antenna towers. Flawlessly managed a yearly budget of \$150K.

Analyzed and planned fiscal, manpower, doctrine, instruction and equipment requirements in support of large scale training initiatives. Provided sound advice and recommendations as to appropriate strategies, priorities, resource requirements, and equipment/personnel allocations necessary to

accomplish objectives. Executed internal management support services to program cost monitoring, annual fiscal planning, and development of annual work-plans, for various departments. Performed organization structure, workforce and space utilization for procedural and relationship aspects of the office, to improve the efficiency of internal administrative operations.

Participated in command investment reviews, budget planning, compilation, and funds execution. Directed departmental financial staff services. Engaged in command and departmental strategic plan formulation, development, and execution. Performed budget formulation work involving preparation of detailed analyses of annual and multi-year budget estimates for assigned organizations/programs into a consolidated budget request. Coordinated budgetary financing for new programs and activities of a substantive nature. Compiled, consolidated, interpreted, and summarized budgetary data for preparation of supportive documentation and budget estimates accurately and in a timely manner.

Supervised all work involving precision planning, estimating, inspecting, and contracting of maintenance, repair, alterations, improvements, and construction of station facilities (buildings, roofing systems, roads, other pavements, drainage systems, signs and general grounds). Inspected and validated work requests. Assessed damage to government property. Accepted or rejected work performed by government employees, private contractors, or military units. Initiated projects to correct facility deficiencies and provided Annual Inspection Summary. Ensured training and qualifications of contract personnel for assigned tasks. Conducted oversight of contracted work ensuring strict facility maintenance standards and minimizing disruption of services. Inspected maintenance projects and contractor performance for compliance with statements of work or other agreements. Implemented and evaluated programs to manage safety risks, fire safety risks, facility response to emergencies, and to risk management associated with physical security, hazardous materials, and waste. Compiled utility information for the monthly Utilities Cost Analysis Report (UCAR). Provided utility budgets and cost controls. Prepared forecasts for engineering staff regarding utility distribution system planning and budget preparation. Planned and managed energy saving projects. Ensured environmental and safety practices were adhered to.

Responsible for the training, development, welfare and evaluation of 22 enlisted personnel. Provided subordinate supervisors and staff with direction and advice regarding policies, procedures, and guidelines. Reviewed and structured the organization to optimize use of resources and maximize efficiency and effectiveness. Trained subordinate supervisors on a wide range of management processes and administrative techniques.

Direct liaison with federal, state and local enforcement during routine day-to-day operations. Managed transition of manned Communications Station Boston to a remotely operated radio communication

station. Researched, coordinated, and contracted replacement of diesel emergency generator with natural gas-powered emergency generator saving the coast guard \$12K per year in fuel costs.

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#### **U.S. Coast Guard**

**07/2008 - 04/2012**

Communications Station New Orleans  
4023 Main Street, Belle Chasse, LA 70037 United States

#### **Executive Petty Officer, Senior Chief Electronics Technician, E-8**

Directly responsible for the maintenance and administration of Coast Guard High Frequency (HF) and Medium Frequency (MF) Communications in support of Coast Guard missions encompassing Security, Search and Rescue, Fisheries Enforcement, and Counter Narcotic Interdiction for Gulf of Mexico including its coast, tributaries, and waterways. Provided effective management oversight for a \$66.7M facility encompassing maintenance, physical security, personnel property, operations, and civil engineering. Orchestrated the day-to-day operations of electronics and communications facility, administration offices, barrack rooms, engineering shops, galley, 2054 acres and nineteen antenna towers. Masterfully managed the training, development, welfare and evaluation of 25 personnel. Meticulously managed a \$160K budget.

Provided leadership and technical guidance as to appropriate course of action to take, priorities, resource requirements, and equipment/personnel allocations to accomplish objectives. Identified and reported significant issues regarding assigned actions and identified specified and implied tasks to accomplish mission. Reviewed and structured center activities to optimize use of resources and maximize efficiency and effectiveness of the organization. Demonstrated exceptional time management, task delegation, conflict resolution, performance management, and diversity skills; effectively handled a diverse range of behavior issues.

Represented the senior executive officer at command meetings and councils, and when conducting tours through unit areas.

Administered and managed the Occupational Safety and Health Program. Planned investigations, analyzed mishaps and hazardous conditions to determine origin, causes, and contributing elements and prepared written evaluation reports concerning findings. Conducted comprehensive Management Assist Visits to recommend improvements and better prepare personnel for evaluation. Conducted timely assessments of work center activities in accordance with Occupational Health and Safety regulations (29-CFR-1926 and 1910) for the safe performance of mission related duties. Investigative efforts included the inspection of work-related personal protective equipment, the condition of work areas, the safety of work practices, and the degree of compliance with safety program. Through inspections, provided expert advice and counsel on the development of safe operation of equipment, identification of common work associated hazards as well as sound egress procedures. Independently performed a full range of duties in both industrial, electronic, and communications operations such as, the detection and correction of unsafe conditions in vehicle electronic maintenance shops, engineering and facilities shops, hazardous materials handling and storage areas, and offices. Evaluated and analyzed safety standards and data such as accident frequency, causal factors, survey reports, communications operations, and determined effective corrective and countermeasure procedures.

Compiled and analyzed mishap data, identified trends, and developed recommendations to eliminate mishaps. Generated detailed reports containing recommendations for changes in operating procedures, local regulations, and use of protective devices. Utilized thorough knowledge of safety and occupational health laws, regulations, principles, theories, practices, and procedures in advising on or resolving technical matters dealing with OSHA requirements. Developed and implemented programs to reduce the frequency, severity, cost of accidents and occupational illnesses. Analyzed or evaluated new and existing jobs, processes, products, or other systems for compliance with established safety and occupational health policies or standards and to identify potential new hazards. Used effective oral and written communication skills in the presentation of status reports and responding to inquiries from various sources and presenting educational and other training briefings.

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#### **Skills:**

Microsoft Office Suite (Word, Power Point, Excel, and Access)  
Web Design/Programming (HTML, CSS, JavaScript, PHP)  
Web Design Platforms (Magento 2)  
Software and Application Programming (Java, C++, Visual Basic)  
Electronic Circuit Design and Repair



## Education:

**Cape Cod Community College** 2240 Iyannough Rd, West Barnstable, MA 02668 United States  
Associate of Arts, Computer Science 05/2017

**Mississippi Gulf Coast Community College** 2226 Switzer Rd, Gulfport, MS 39571 United States  
Associate of Arts, Computer Science 5/2018

**Pass Christian High School** 720 W North St, Pass Christian, MS 3957  
High School Diploma 05/1986

## Job Related Training:

### U.S. Coast Guard:

Chief Petty Officer Academy, 225-hrs  
Officer in Charge/Executive Petty Officer, 80-hrs  
Military Civil Rights, 8-hrs  
Sexual Harassment Prevention, 8-hrs  
Rape and Sexual Assault Prevention, 8-hrs  
Suicide Prevention, 8-hrs,  
Critical Incident Stress Management, 8-hrs  
Substance Abuse Free Environment Awareness, 8-hrs  
Radiation Level 1, 8-hrs  
National Electric Code, 16-hrs  
COMSEC Maintenance, 80-hrs  
AN/UPX-28 IFF Transponder Maintenance, 128-hrs  
AN/SPS-73 Maintenance and Repair, 32-hrs  
SCCS Maintenance, 32-hrs  
SCCS Management, 40-hrs  
WMEC-270 Optical Surveillance, 128-hrs

### Department of Homeland Security:

ICS-100, 200, 700 and 800.

## Retrospect

For this sprint I had difficulty summarizing my federal resume down to two pages. In future sprints assignments I hope to have more "fluff" removed and make the resume easier to read.

I couldn't decide on a new cover page design and kept the original as-is for now. Some of my ideas seemed more akin to the old dial-up BBS designs. Perhaps taking more art classes will help me with creating designs and layouts.