

PROFESSIONAL SUMMARY

Administrator, Personnel Manager, and Military Veteran with 5+ years of business acumen, proven experience creating and implementing clear organizational vision and continuous process improvement. Exceptional consensus builder and cross-functional leader with a background in Ethical Leadership, Finance and Budgeting, Program Management, Business Development, and Corporate Compliance with state, federal, and military regulations. **Implemented risk management measures to manage an \$500K+ program and annual operating budgets of over \$40K.** Adept at translating strategic goals into achievable team tasks, conflict resolution, customer relationship management, organizational development and analyzing organizational needs. Career supported by a Master of Science in Innovation Design and a Bachelor of Business Administration with emphasis in Management.

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|---------------------------|--------------------------------|---------------------------------|
| • Leadership | • Organizational Development | • Planning Execution |
| • Data Management | • Program Project Management | • Budget Analysis Forecasting |
| • Data Analysis Metrics | • Policy Implementation | • Resource Allocation |

KEY HIGHLIGHTS

Leadership: Proven track record for leading multi-dimensional teams in high pressure, high tempo environments producing on schedule and within required deliverables.

Relationship Building: Leadership, management, oral and written communication, and interpersonal skills. Thrive in both independent and collaborative work environments. Skilled at developing and cultivating key relationships and establishing effective collaborations.

PROFESSIONAL EXPERIENCE

Department of Defense | McConnell AFB, KS

Oct. 2020 – Present

Program Coordinator

Served as primary administrator for applicable regulations, human resources, finance, production, logistics, and fiscal law issues. Oversaw and coordinated the operational aspects of various projects. Served as a liaison between project management and the project team, planning, engineering, line management, and the customer on issues such as operational and scheduling concerns.

- Performed organization structure, workforce utilization, and space utilization for procedural and relationship aspects of the organization, improving the efficiency of internal administrative operations for upwards of **200** personnel in 7 different departments
- Maintained security of classified and sensitive information required for mission performance and forecasted resource and equipment needs to ensure unit was operationally ready; identified best practices, led continuous improvement initiatives to raise safety awareness, and improved safe operating practices
- Met strategic business needs by being involved in cross-functional teams offering accurate analysis; provided timely responses for various problems related to data safety and compliance – HIPAA/FOIA
- **Utilized an effective Composite Risk Management process to identify and analyze risk while developing mitigation measures that decreased the likelihood of accidents or safety incidents during operation**

United States Air Force | McConnell AFB, KS

Mar. 2017 – Present

Operations Manager, Administration and Personnel

Managed and provided daily event and task coordination to all senior full-time staff with direct support of 200+ personnel supporting the creation and implementation of logistics, maintenance, and analysis reports.

- Developed and maintained relationships with internal and external stakeholders and staff members to ensure the success of business development initiatives – maintained an 83% operational readiness rate for over 200 military employees which was better than 90% of comparable departments
- Functioned as the chief advisor to all executive, senior, and mid-level leaders on all matters, including kinetic activities, military discipline actions, fiscal and training issues, etc.; ensured all executive leaders had access to all relevant legal implications
- Wrote and presented operations plans for internal and external agencies to rapidly refit, train, and integrate new personnel for an organization of 800 employees; functioned as the primary point of contact and liaison with state and federal government officials

- Ensured department officials complied with state laws, regulations, contracting, budgetary, fiscal, personnel, and reporting requirements

J. BLAKE DENOUDEN, PG. 2

Unit Administrator

Enforced compliance with organizational programs such as scheduled inventories, safety reports, awards, promotions, and separations. Oversaw personnel schedules, prioritizing urgent department, and establishing daily, weekly, and monthly task plans.

- Planned, programmed, documented, executed, coordinated, and analyzed fiscal, manpower, doctrine, instruction and equipment requirements in support of operational initiatives; provided sound advice and recommendations as to appropriate strategies, priorities, resource requirements, and resource allocations needed to accomplish objectives
- Reviewed status of projects to ensure timelines were on time and within budget; assessed project issues and developed solutions to meet production, quality and customer-satisfaction goals and objectives
- Provided guidance to leadership in planning and developed capital improvement and short- and long-range plans; facilitated communication within the department, ensuring implementation of procedures for standard delivery of services
- Identified the need for special projects and initiated milestones and goals; ensured participation and outcomes of special projects resulted in positive impact on the command and improved quality
- Provided technical oversight for programs associated with business processes, resource management, organizational analysis, systems management, strategic planning and leadership; initiated appropriate courses of action, priorities, resource requirements, and equipment and personnel allocations necessary to accomplish organizational objectives

Marriott International | Wichita, KS

Jan. 2017 – Oct. 2020

Sales and Reservations

Coordinated with staff members to client-focused training plans, ensuring teaching functions were processed into the correct support systems and software programs aimed at capturing, detailing, and compiling information supporting over 3,000 patrons. Drove lateral company-wide communication and collaboration through employee engagement, update meetings, and client satisfaction surveys.

- Utilized internal software to account for training and operations enhancements, procurement, and proposals through automated reporting, to maximize efficiency within financial constraints
- Mentored 15 employees through policy change, schedules, and training planning; contributed to staff development and operations of supply support data systems, equipment review, supply procedure, budget adjustment, and policy change
- Received calls, greeted visitors, and answer requests for information using knowledge of the organization and property; used point-of-sale systems to generate and process payments and manage reward-accounts and point balances
- Built rapport with the customer by understanding their needs and providing advice to fit their itinerary needs
- Advised management and leadership on policy and program matters, making or recommending appropriate action plans
- Provided sales trends and reports to ensure cost, service, and products were compliant with agreed upon orders
- Followed procedures for managing the purchase of needed facility goods, replacement items, incomplete orders, shortages, and credit arrangements

EDUCATION | TRAINING

Master of Science | Innovation Design | Wichita State University | In Progress; Fall 2023 Expected

Bachelor of Business Administration | Management | Thomas Edison State University | 2018

Advanced Leadership and Professional Development School | United States Air Force

Personnel Management School and Certification Program | United States Air Force

CERTIFICATIONS

Certified Project Officer (CPO) | DOHL

Notary Public | State of Kansas

Six Sigma Green Belt | CCSC

TECHNICAL SKILLS

Software: Microsoft Office Business Suite, Windows 2000, XP, Server 2000/2003, OpenXPath
Operating Systems: Mac / Microsoft Windows