**Thomas Buie**

886 CS 2921

Tuttle, OK 73089

Cell: 405-274-7614

[t\_ray305@yahoo.com](mailto:t_ray305@yahoo.com)

**OBJECTIVE**

Earn a leadership position with your company

**SUMMARY OF QUALIFICATIONS**

• More than 18 years of management experience

• Subject Matter Expert in military operations

• OSHA certified; safety conscience minded; recognized for numerous safety awards

• Detail oriented with excellent analytical skills

• Innovative thinker, not afraid to think outside of the box

• Effective Team builder

• Excellent communicator with effective leadership and interpersonal skills

• Multi-tasker, ability to manage multiple projects simultaneously

• Excellent computer skills

• Active Secret Security Clearance

**VALUE TO THE ORGANIZATION**

**Experience**

More than 18 years experience in Operations; I have a complete and thorough understanding of the concepts associated in military operations and planning. I have developed and briefed operations and led planning sessions in order to meet company objectives. I know what it takes to develop a cohesive and responsive operation cell; I always bring a positive attitude and understand the importance of leading from the front.

**Knowledge**

I understand how to meet deadlines and operate under extreme pressure. With more than 18 years of operational/planning experience, I’ve refined my abilities to work on a team, collaborate with peers, subordinates, and superiors to develop and execute projects, and to maximize resources. I am an expert on Microsoft Office products including Word, Excel, PowerPoint, Access, Project, and Outlook, and PeopleSoft applications.

I pride myself in being detailed oriented and results driven. My products are always top quality and are completed within the suspense. I have experience in projects as large as standing up an entire Active Component Battalion comprised of more than 750 employees within the set suspense date.

As a senior Army Noncommissioned Officer, I’ve gained expert knowledge in preparing decision papers, decision briefs, and reports. I’ve prepared and presented decision and information briefs to Commanding Generals and audiences as large as 500 personnel. I am comfortable briefing senior leaders and large audiences. I have more than 12 years Human Resource experience, where I have hired/terminated personnel, recommended promotions as well as demotions and interviewed personnel for employment. I am well-spoken and have excellent research, writing, reviewing, editing, and presentation skills. I can bring these skills to the team in order to write and review procedures and standards or teach new employees. I can represent the team in an outstanding manner both in appearance and through exemplary products.

**Skills**

I have an extensive background in coordinating resources and de-conflicting issues. Serving as Operations Manager for a Basic Training Brigade, and as a battery First Sergeant I’ve learned to refine my skills to sync and coordinate the support of numerous agencies in order to provide the best customer service. As the Brigade Operations manager of a 4000 member organization, my daily duties included “putting out fires” at all levels. I pride myself in the expert ability to identify problems, accept responsibility, and resolve problems in an efficient, professional, and timely manner. I excel in challenging positions and can bring these talents to the team in order to keep the projects running smoothly.

**Attributes**

Having served as a Truck Commander on over 200 combat patrols in Iraq, I understand and appreciate high pressure missions. I possess the personal courage and self- motivation to improve myself, the organization, and my fellow employees at every opportunity. I value teamwork, discipline, integrity, effort and loyalty above all else. I lead by example and will obtain positive results.

Given the opportunity, I will bring Leadership, Experience, Knowledge, and a strong moral character to the team. I am physically fit, disciplined, and well spoken. I will add value to the team by improving the overall efficiency, atmosphere, and output of the organization with the diverse and specialized skills I possess.

References upon request