

Bo Irving

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Summary

Results-driven Management professional with over 10 years of experience in high-risk operations, organizational development and team building within diverse industries. Highly adept in planning, coordinating, and executing successful production strategies. Track record of improving operational stability, efficiency, and profitability. Strong collaborator with senior stakeholders, effectively prioritizing activities, translating business requirements into solutions and achieving defined objectives.

Skills

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| * Adaptive * Policies and procedures implementation * Staff training and development * Delegating * Projecting | * Decision Making * Efficient * Troubleshooting and problem solving * Leading/Supervising * Organized |

Experience

**Microsoft Software & Systems Academy** S**an Diego, CA 01/2021 – Present**

* Prepares transitioning service members and certifies them to become a systems administrator who caninstall, configure, manage, and advance the usage of IT resources on premise, in the cloud or in a hybrid combination to meet the technology needs of major organizations. Concepts include Windows Server workloads, networking, authentication and authorization, cloud models and Azure administration.

Operations Manager | 1st Reconnaissance Bn, USMC Camp Pendleton, CA 04/2020 – 12/2020

* Collaborated with staff to maximize customer satisfaction, streamline procedures, and improve bottom-line profitability.
* Developed and led quality management systems, standards, and compliance, including SOPs, best practices, lead improvement programs and enforcement of enterprise and regulatory requirements for our 500+ employees.
* Aided senior leadership during executive decision-making process by generating daily reports to recommend corrective actions and improvements.
* Provided mentorship to professionally develop and ensure the well being of all members within the organization.

**Operations Supervisor | 1st Force Reconnaissance Detachment, USMC Camp Pendleton, CA 07/2016 – 03/2020**

* Served as the Company Liaison Officer entrusted to independently coordinate with US and partnered military organizations to set conditions for future operations while deployed.
* Planned, coordinated, and executed a month-long operation that collaborated with US Customs and Border Patrol Agents to integrate our company’s surveillance and reporting expertise along the Arizona border that led to multiple apprehensions and turn-backs.
* Assisted senior leadership with the development and implementation of the company midrange and long-range training plan.
* Developed and conducted confirmation briefs, implemented Operational Risk Management, and provided letters of instruction.

Foreign Security Force Advisor | Marine Corps Training Mission, USMC United Arab Emirates 06/2015 – 06/2016

* Increased interoperability and enhanced strategic partnership capacity with Presidential Guard and other coalition forces to improve tactical/operational core capabilities.
* Advise, develop, maintain, and execute daily high-quality engagement, training, and advising focused on improving Presidential Guard Al Forsan capability and capacity.
* Advise Presidential Guards commanding officers in training, management, and tactical/operational employment of assigned forces.

Formal School Manger | Naval Diving & Salvage Training Center, USMC Panama City, FL 05/2012 – 05/2015

* Reported all Program of Instruction related issues to Marine Corps Training Command and was responsible for the completion, submission, and approval of the Marine Combatant Dive Supervisor Course.
* Lead the team that was responsible for developing the curriculum for the first even Marine Combatant Dive Supervisor Course and lead the groundwork for the first implementation of the course held at Naval Diving & Salvage Training Center.
* Managed the evaluation, performance, and documentation of all tests, both written and performance based, for all students attending the course and performed a complete renovation of all the tests to ensure accuracy on both grammar and validation of the test questions.
* Instructed 18 classes which resulted in the training and qualification of over 540 enlisted and officer Marines, Sailors, and Airforce Students. Participated in more than 600 SCUBA and closed circuit MK25 diving operations.

**Education & Training**

**Embry-Riddle Aeronautical University** S**an Diego, CA 01/2021 – Present**

* Microsoft Software & Systems Academy

**Military Courses**

* Operations & Tactics Instructor Course 29 Palms, CA 2017
* Multi-Mission Parachute Course Military Free-Fall Coolidge, AZ 2017
* Global Training & Advising Course Ft. Story, VA 2014
* Combatant Diving Supervisor Panama City, FL 2014
* Formal School Manager Course Camp Lejeune, NC 2013
* Basic Instructor Course Camp Pendleton, CA 2012
* Static-Line Jumpmaster Course Camp Pendleton, CA 2009
* Marine Combatant Diving Course Panama City, FL 2008
* Basic Reconnaissance Course Coronado, CA 2007
* Electrical Equipment Repair Specialist Course Camp Lejeune, NC 2002

**Certifications & Awards**

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| * MTA: Network Fundamentals * CompTIA: Security + (expected Feb 21) | * Navy & Marine Corps Commendation Medal * Navy & Marine Corps Achievement Medal * Humanitarian Service Medal |