

CLAYTON JONES

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PROFESSIONAL SUMMARY

Dedicated army veteran and manager with 9+ years experience in personnel management, operations oversight, communication, training, and policy enforcement. Manages multiple tasks simultaneously as a detail-oriented professional with strong communication and organizational skills.

Signature Strengths

- Operations Management
- Logistics
- Workforce Safety
- Strategic Planning
- Process Improvement
- Team Building
- Problem Solving
- Decision Making
- Communication

EDUCATION | CERTIFICATIONS

2017 – 2021

Full Stack Computer Science Certificate | Southern Methodist University | Expected 2021

Bachelor of Arts (B.A.) Political Science | University of Texas at Dallas | 2020 | GPA 3.38

PROFESSIONAL EXPERIENCE

United State Army | Various Locations

2008 – 2017

Operations Non-Commissioned Officer

Implemented regulatory Standing Operating Procedures (SOP) and techniques applicable to 500 employee functions and safety during daily operations. Responsible for process improvement efforts to ensure excellence in the quality of deliverables, and high team productivity and efficiency in collaborating operational activities between cross-functional departments.

- Improved initiatives and manpower resources concerning organizational readiness, by coordinating daily with senior leadership on maximizing operational efficiency, allocation of assets, defense initiatives and exceeding Squadron performance expectations
- Created work schedules and delegated work assignments, provided example-based leadership focused on team accomplishment while maintaining the highest levels of individual accountability
- Coordinated services for family counseling, financial and legal assistance, housing, school liaison support, youth, and recreation programs, and single soldier resources
- Managed administrative actions for personnel to include personnel evaluations, awards, travel approvals, training, certifications, and new assignment assignments

Senior Scout

Led up to 9 personnel in conducting reconnaissance, security, recovery and combat operations. Assessed force protection issues, developed short and long-term program goals, and advised management on the identification of issues and subsequent operational solutions.

- Planned, managed, and continually assessed operational risk management protocols for employee safety and equipment/resources optimization
- Identified and mitigated risks by proactively monitoring and processing correct paperwork tracking the exchange of equipment ownership throughout operations, improving accountability, and decreasing equipment losses
- Coordinated with leadership daily on management techniques, improving initiatives, and manpower resources concerning organizational realignment to maximize operational efficiency and exceed expectations

of overall company performance

Security Specialist

Provided security force protection against insider threats to visiting advisors and senior military officials. Secured, provided, and used immediate force protection in areas at key leader engagements locations.

- Observed and monitored movements around the operational area, conducted daily patrols of designated areas, and used multiple surveillance systems to maintain a high-level of security during operations
- Enforced safety control measures and performed team operations of high-powered weapon systems and movement of military personnel by foot over difficult and demanding terrain
- Implemented security orders and directed deployment of personnel in various types of operations with effective decision-making skills in a high-pressure environment

Training Specialist

Responsible for providing training to Kuwaiti scouts and served as a border security specialist.

- Trained students to develop logical solutions, quick decision making and communication by introducing realistic problem scenarios
- Provided realistic military career training to improve individual professional development within their time in service
- Managed short-range planning calendars that provided improved visibility of operational and strategical goals and raised operational readiness

TECHNICAL COMPETENCIES

Software: Microsoft Office 365, SharePoint, Google Docs, Visual Studio Code, XCode

Operating Systems: Mac, Windows Server 2008, Windows XP, 7 & 8

Processes: Change Management, Imaging, OSI Model, Active Directory