**Joe Smith**

[email\_address@gmail.com](mailto:email_address@gmail.com) | (555) 555-5555

123 Main St. San Diego, CA 92136

Nuclear-Trained Navy Officer transitioning to a role in Project Management. Solid foundation in mechanical, electrical, chemical and nuclear engineering coupled with demonstrated skill in leading large cross-functional teams to achieve objectives in a safety and compliance minded environment. Active Top Secret/ SCI clearance.

**PROFESSIONAL EXPERIENCE**

**Technical Supply Officer – U.S. Navy Mar 2017 – Present**

Led a team of logistics, supply, maintenance, and engineering specialists orchestrating operations including parts procurement and budget control for an organization consisting of 12 personnel throughout eight separate divisions. Coordinated purchasing and distribution of equipment for training and certification of 18 submarine crews.

* Planned and oversaw forecasting and distribution of resources and maintenance, directing a $1M+ facilities budget and ensuring quarterly audit compliance.
* Led a team to clear a backlog of supply and materiel issues. Coordinated with higher authority to document and submit feedback for repair parts experiencing above-average delays in availability. Expedited fulfillment for 12 troubled systems identified, reducing outstanding work orders by 38% over a four month repair window.

**Division Officer/ Reactor Control Assistant – U.S. Navy Jun 2014 – Mar 2017**

Led a team of 15 nuclear mechanics and engineers through operations, maintenance, repair, and quality assurance of reactor support for mechanical and safety systems. Created and verified procedures, validated maintenance practices and provided jobsite supervision and post completion verification. Coordinated and directed both scheduled and unscheduled maintenance requirements while overseeing troubleshooting, diagnostic repair, and component overhaul.

* Safely executed over 57 maintenance and repair items from identification through planning and completion during a six-month repair cycle. Completed the project ahead of schedule.
* Supported the Reactor Control Division by streamlining operational processes, data support, and programs; recognized by the Nuclear Propulsion Examination Board for implementing a review and procedural maintenance monitor program.
* Directed safe and effective watch standing operations as a qualified Engineering Officer of the Watch and Engineering Duty Officer, supervising 10 emergency management and maintenance specialists in 24/7 nuclear reactor operations. Supervised on-time completion of all maintenance in a safety minded environment.

**EDUCATION**

**B.S. Electrical Engineering**, 3.8 GPA - **University of South Florida, Tampa, FL** 2014

* **Senior Design Project Manager:** Led a nine-person student team through the development of an affordable small business supporting alternative current induction.

**Navy Prototype School,** Charleston, SC 2014

* Hands-on study of design and operations of mechanical and electrical systems, including causality response in a nuclear power plant. Qualified Engineering Officer of the Watch - in port nuclear reactor.

**Navy Nuclear Power School,** Charleston, SC 2014

Graduate level training in Math, Thermodynamics, Chemistry, Physics, Electrical Engineering, Material Sciences, Reactor Dynamics, and Nuclear Plant Operations. Top 15% Graduate.