**Full Name, PMP/MBA/etc, Clearance**

City, State **|** Phone # **|** linkedin link **|** email address

SUMMARY

United States Navy Veteran with a Top Secret Security Clearance with experience leading large teams, providing clarity to ambiguous projects to fulfill critical mission requirements in fast-paced, high stake military environments. Experience engaging with cross-functional teams and communicating at the senior executive level—translating technical requirements to non-technical audiences to drive organizational success. Seeking technical program manager roles to drive impact through full program lifecycles by defining scope/success criteria, setting expectations, and implementing solutions.

UNITED STATES NAVY – SURFACE WARFARE OFFICER (1160)

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| **Intelligence Analysis and Production Lead**, *Commander, U.S. Second Fleet, NSA Hampton Roads, VA*   * Oversaw the production of classified operational update briefs, a summary of all-source intelligence and analysis on national security issues in the AOR, produced for executive level audiences. * Delivered briefs for foreign partner senior leadership weekly on Second Fleet tasking, operations, and adversarial updates to promote strong foreign relations and information sharing.   **Acting Executive Assistant**,*Commander U.S. Second Fleet, NSA Hampton Roads, VA*   * Acting Executive Assistant to the fleet Admiral during USNS COMFORT’s deployment to NYC to provide aid during COVID-19. * Coordinated high visibility meetings and activities between military, local, state, and federal officials during the COVID-19 operations to ensure smooth intake of patients and maximize resources. | Feb 2019 – Jan 2020 |
| **Gunnery and Ordnance Officer,** *USS Truxtun (DDG-103)*   * Responsible for the direction of all gunnery/ordnance activities to include procurement, employment, operation, and maintenance of gunnery equipment and related fire control equipment. * Simplified ordnance requisition tracing processes impacting over 100,000 pieces of ordnance, increasing efficiency and combat readiness during a seven-month deployment in the Gulf of Oman, Gulf of Aiden, and Red Sea. | Dec 2018 – Feb 2019 |
| **Training Officer,** *USS Truxton (DDG-103)*   * Managed the training requirements set by the Department of the Navy, fleet leadership, and Commanding Officer to ensure 100% compliance by set deadlines. department’s security training for analysts and planners from beginner level to expert level. Trains all stakeholders in the External Customer Process to ensure 100% compliance and awareness of the different roles involved. | Dec 2018 – Feb 2019 |

EDUCATION & CERTIFICATIONS

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| **Bachelor of Science, Cyber Operations**; United States Naval Academy, Annapolis, MD | 2014 - 2018 |
| **Basic Division Officer Course (BDOC);** United States Navy, San Diego, CA   * *Nine week course focused on Division Officer leadership through practical instruction in navigation, seamanship, and ship handling both in the classroom and in simulators.* |  |
| **Naval Diesel Plant Engineering Officer Course;** United States Navy, Newport RI   * *Studied advanced topics regarding a Naval warship’s diesel and electrical plant, support services to include fuel and lubrication systems, hydraulics, air compressors, power distribution systems, and heat exchange cooling systems.* * *Graduated #4 out of 30 Naval Surface Warfare Officers* |  |

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| * **CompTIA**: Sec+ SY0-601 | * **PMI**: Project Management Professional (PMP) |
| * **Company**: Certification Name | * **Company**: Certification Name |

Volunteer Experience

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| **Big Brothers Big Sisters of America (BBBS)**, Norfolk, VA  *BBBS helps children realize their potential and build their futures through meaningful monitored mentor matches.* | 2018-2019 |