

COMMAND SERGEANT MAJOR / SENIOR OPERATIONS MANAGER

Summary

Seeking an Operations Management position with an organization that values documented leadership, management, safety and operational skills acquired during military service.

Highlights

- 26 Years of military service, with 23 years in supervisory and management positions.
- 20 Years of military instructor, facilitator and trainer experience.
- Possesses excellent oral and written and communication skills and computer skills.
- Superb problem solving and critical thinking skills.
- Granted a Secret security clearance by the Federal Government.
- Policy and Procedure Development.
- Risk Management/ Quality Control.
- Provide an energetic, interactive and dynamic training style that allows others to engage.
- Received numerous awards and accolades for job knowledge, technical expertise and mission accomplishment.
- Member of the Prestigious Sergeant Audie Murphy Club

Experience

Command Sergeant Major / Senior Operations Manager

July 2012 to Current Linamar 1/4 Livonia , MI Senior Enlisted Advisor for an organization consisting of six Basic Combat Training units with 125 assigned Soldiers, civilians, and Drill Sergeants who train over 4,500 Initial Entry Training Soldiers annually. Advised senior leaders on all operational, logistical, and administrative matters in the organization and all issues regarding subordinates and their families. Ensured enforcement of unit policies, led the organization's Drill Sergeant Program, facilitated training events, provided instruction and training to Drill Sergeants and other Non Commissioned Officers, monitored personnel assignments and enforced leader development practices and policies. Provided human resource support to all personnel within and outside the organization. Responsible for ensuring mission command was enabled and the organizational leader's intent was passed on and understood by all subordinates. Played a key role in supporting the integration of an athletic trainer in the organization and developed a new unit athletic trainer standard operating procedure. Planned, coordinated the execution of institutional ceremonies, ensuring standards and knowledge was shared by all senior and junior level leaders.

Student

November 2011 to June 2012 United States Army Sergeant Majors Academy 1/4 City , STATE Student at the U.S. Army Sergeants Major Academy at Fort Bliss, Texas. Trained in professional military education programs that develop agile, versatile, and broadly-skilled noncommissioned officers and senior enlisted personnel, capable of meeting the challenges of an increasingly uncertain and complex strategic operational environment. Presented multiple individual and collective staff briefing. Responsible for developing and reviewing highly complex organizational operations orders, conducting mission analysis, and then executing operations orders. Facilitated meetings between comrades and provided needed instruction. Presented a class in which we had to instruct our comrades on operations, as well as other areas within operations.

Senior Military Science Instructor / Senior Manager

October 2010 to October 2011 Texas A&M University 1/4 City , STATE

Senior Military Science Instructor

December 2008 to October 2009 Sophomore 1/4 City , STATE Responsible for the operation, deployment and tactical employment of an organization assigned to the 75th Fires Brigade with a priority wartime mission to support of FORSCOM contingency forces. Responsible for the health, welfare, safety, training and professional development of fourteen subordinates. Provided counseling topics, facilitated training events, mentored subordinates and colleagues. Supervised the training of soldiers. Briefed superiors on Brigade training and operations events. Assisted soldiers about to leave the military in preparing a futuristic plan and provided resume tips. Maintained 100% accountability for over \$1.1 million in vehicles and equipment. Managed and organized all unit training and advised the organization's Operations Chief on all matters including the scheduling of training, facility use, school allocations and ammunition forecasts.

Education

Diploma : 1988 Woodlawn Senior High School 1/4 City , State , US Diploma, Woodlawn Senior High School, Birmingham, Alabama, 1988

Diploma : Business Management , 2012 Excelsior College Diploma, Bachelor Degree Business Management Excelsior College, 2012

Diploma : General Studies , 2008 Central Texas College Diploma, Associates Degree in General Studies, Central Texas College, 2008

Certificate : Drivers Course , 1998 Webster University Ongoing Education, Leadership Management, Webster University, GPA: 3.8 Certificate, Master Drivers Course, U.S. Army, Camp Casey Korea 1998

Certificate : Battle Staff Course , 2000 City , State , US Certificate, Battle Staff Course, U.S. Army, Fort Sill, OK.2000

Certificate : Small Group Instructor Course , 2001 City , State , US Certificate, Small Group Instructor Course, U.S. Army, Fort Sill, OK.2001

Diploma : Cadet Command Instructor Training Course U.S Army , 2009 City , State , US Diploma, Cadet Command Instructor Training Course U.S Army, Fort Lee, Va. 2009

Certificate : Battalion Training and Doctrine Pre Command , 2012 Certificate, Battalion Training and Doctrine Pre Command, U.S Army, Fort Jackson 2012

Certificate : Systems Approach to Training Course , 1999 City , State , US Certificate, Systems Approach to Training Course, U.S. Army, Fort Sill, OK. 1999

Certificate : Unit Movement Course , 2002 City , State , US Certificate, Unit Movement Course, U.S. Army, Fort Sill, OK.2002

Military Experience

Enlisted Sergeant Major

November 2011 to June 2012 Company Name U.S Army, Fort Sill, OK. Senior Enlisted Advisor for an organization consisting of six Basic Combat Training units with 125 assigned Soldiers, civilians, and Drill Sergeants who train over 4,500 Initial Entry Training Soldiers annually. Advised senior leaders on all operational, logistical, and administrative matters in the organization and all issues regarding subordinates and their families. Ensured enforcement of unit policies, led the organization's Drill Sergeant Program, facilitated training events, provided instruction and

training to Drill Sergeants and other Non Commissioned Officers, monitored personnel assignments and enforced leader development practices and policies. Provided human resource support to all personnel within and outside the organization. Responsible for ensuring mission command was enabled and the organizational leader's intent was passed on and understood by all subordinates. Played a key role in supporting the integration of an athletic trainer in the organization and developed a new unit athletic trainer standard operating procedure. Planned, coordinated the execution of institutional ceremonies, ensuring standards and knowledge was shared by all senior and junior level leaders. United States Army Sergeant Majors Academy / Student November 2011 - June 2012 U.S. Army, Fort Sill, OK Student at the U.S. Army Sergeants Major Academy at Fort Bliss, Texas. Trained in professional military education programs that develop agile, versatile, and broadly-skilled noncommissioned officers and senior enlisted personnel, capable of meeting the challenges of an increasingly uncertain and complex strategic operational environment. Presented multiple individual and collective staff briefing. Responsible for developing and reviewing highly complex organizational operations orders, conducting mission analysis, and then executing operations orders. Facilitated meetings between comrades and provided needed instruction. Presented a class in which we had to instruct our comrades on operations, as well as other areas within operations. Senior Military Science Instructor / Senior Manager October 2010 - October 2011 Texas A&M University College Station, TX. Senior Military Science Instructor for an organization with 700 future leaders. Primary instructor for 178 Military Science II (Sophomore) cadets. Planned, coordinated, and executed realistic and challenging classroom instruction, leadership labs, and field training exercises for cadets. Facilitated several classes for cadets, provided training on soldier and officer skills, mentored and counseled cadets on future endeavors with both the military and civilian sector and offered solutions to specific dilemmas. Developed initiatives in the areas of training, mentorship, retention, and logistics. Provided assistance to cadets in creating personal and professional resumes to use upon graduation. Served as the D1 Military Advisor for 19 cadets. Prepared cadets for international programs by incorporating both Culture and Language Immersion Program CLIP (Spell Out) and Cultural Understanding and Learning Programs. Prepared cadets for Leaders Training Courses (LTC) and Leadership Development and Accessions Courses (LDAC). Mentored and advised nine senior leaders and 200 cadets during LDAC. Conducted over five hundred hours of medium-risk training in simulated combat scenarios for over five hundred cadets during LDAC. Trained and prepared cadets as future Army leaders on the latest tactics, techniques and procedures used in support of current contingency operations. Operations Sergeant Major / Operations Manager December 2008 - October 2009 U.S. Army, Fort Sill, OK Responsible for the operation, deployment and tactical employment of an organization assigned to the 75th Fires Brigade with a priority wartime mission to support of FORSCOM contingency forces. Responsible for the health, welfare, safety, training and professional development of fourteen subordinates. Provided counseling topics, facilitated training events, mentored subordinates and colleagues. Supervised the training of soldiers. Briefed superiors on Brigade training and operations events. Assisted soldiers about to leave the military in preparing a futuristic plan and provided resume tips. Maintained 100% accountability for over \$1.1 million in vehicles and equipment. Managed and organized all unit training and advised the organization's Operations Chief on all matters including the scheduling of training, facility use, school allocations and ammunition forecasts.

Certifications

Certificate, Master Drivers Course, U.S. Army, Camp Casey Korea Certificate, Battle Staff Course, U.S. Army, Fort Sill, OK Certificate, Small Group Instructor Course, U.S. Army, Fort Sill, OK Certificate, Battalion Training and Doctrine Pre Command, U.S. Army, Fort Jackson Certificate, Systems Approach to Training Course, U.S. Certificate, Unit Movement Course, U.S. Army, Fort Sill, OK

Professional Affiliations

of the Prestigious Sergeant Audie Murphy Club

Skills

Operations, Training, Operations Manager, Integration, Integrator, Instructor, Accountability For, Deployment, Forecasts, Leadership Development, Logistics, Million, Scheduling, Solutions, Class, Comprehensive Large Array Data Stewardship System, Energetic, Federal Government, Pricing, Problem Solving, Quality Control, Risk Management, Security, Self Motivated, Trading, Business Management, Drivers