

Phillip C. Trainor

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Summary

Highly motivated and results-driven leader with 10+ years of experience managing complex projects, optimizing processes, and leading teams in dynamic environments. Proven ability to analyze data, drive data-driven decisions, and collaborate effectively with cross-functional teams to achieve strategic objectives. Expertise in quality assurance, process improvement, risk mitigation, stakeholder communication, and leading geographically dispersed teams in challenging operational environments. Seeking to leverage leadership, analytical, and technical skills to excel as a Senior Program Manager within the Drone Delivery team.

Skills

- **Program Management:** Strategic planning, program development, implementation, and evaluation, OKR development and review, performance monitoring, risk management, budget management.
- **Communication:** Excellent written and verbal communication, executive presence, presentation development, stakeholder management, building communication frameworks, creating onboarding materials.
- **Leadership:** Team leadership, mentoring, performance management, cross-functional collaboration, conflict resolution, delegation, leading geographically dispersed teams.
- **Technical:** Proficient in project management tools (Jira, Trello, Smartsheet, Asana), Microsoft Office Suite, team collaboration tools (SharePoint, Confluence, Microsoft Teams), and data analysis (Excel, Tableau, Power BI).
- **Other:** Agile methodologies, process improvement, quality assurance, problem-solving, decision-making, adaptability, initiative, UAV operations, mission planning.

Experience

United States Navy | Various Locations | May 2014 – Mar 2024 (10+ Years)

- **Safety Officer, USS BOXER (LHD-4) | Mar 2023 – Jan 2024**
 - Led a team of 80 personnel in managing 18 safety programs, ensuring compliance with Navy regulations and achieving a 99.5% operational readiness rate.
 - Developed and presented key performance indicators (KPIs) and trend analysis reports to senior leadership, influencing strategic safety decisions.
 - Contributed to the USS BOXER earning the prestigious Battle Effectiveness Award and the Green "H" award for Force Health and Wellness.
- **Executive Assistant/Budget Officer, International Programs, USNA | Sep 2020 – Mar 2023**

- Managed a \$5M+ annual budget and oversaw the execution of 150 international programs for 800+ students, consistently delivering programs within budget and exceeding participation targets by 15%.
 - Liaised with international ambassadors and high-ranking foreign officials to establish and maintain strong collaborative relationships.
 - Led the resumption of international programs post-COVID-19, implementing new risk management and logistical frameworks.
- **Quality Assurance Officer, Helicopter Sea Combat Squadron (HSC) 23 | Feb 2020 – Aug 2020**
 - Optimized maintenance processes for 15 helicopters and 8 autonomous aerial vehicles, resulting in a 10% improvement in aircraft availability and contributing to 600+ successful flight hours.
 - Implemented standardized maintenance procedures across multiple platforms, leading to improved efficiency, reduced downtime, and enhanced operational readiness.
 - Supervised 42 Maintenance Program Managers, ensuring the effective implementation of quality control procedures.
- **Detachment Operations Officer, Helicopter Sea Combat Squadron (HSC) 23 | Aug 2019 – Feb 2020**
 - Coordinated all aircraft operations during deployment, ensuring 100% mission readiness and the successful completion of assigned tasks in a dynamic environment.
 - Led detachments in diverse locations, including El Centro, CA, Pt. Mugu, CA (MQ-8B UAV operations), and Sembawang Airfield, Singapore, demonstrating adaptability and leadership in geographically dispersed settings.
 - As Aviation Detachment Operations Officer on the LCS-8 (USS Montgomery), successfully planned and executed UAV (MQ-8B) and MH-60S helicopter operations in the South China Sea, navigating complex geopolitical challenges and ensuring compliance with international regulations.
 - Developed and implemented innovative mission planning strategies to address novel operational challenges in unfamiliar and contested environments, ensuring the safety and effectiveness of UAV and helicopter operations.

Project Highlights

- **MQ-8B UAV Operations:** Gained extensive experience with the MQ-8B Fire Scout UAV, including operational roles in detachments to Pt. Mugu, CA, and leadership roles in complex deployments. Successfully pioneered new operational procedures for UAV operations in challenging environments, ensuring mission success and contributing to overall operational efficiency.

- **International Student Vetting Program:** As the inaugural International Military Student Officer (IMSO) at the USNA, established and led the comprehensive security vetting process for over 60 international students. This complex initiative involved extensive communication and coordination with foreign embassies and their attachés to ensure compliance with DoD security standards.
- **Safety Program Optimization:** Led a time-critical overhaul of the USS BOXER's safety program, ensuring compliance with Navy regulations while meeting a strict deadline to maintain operational readiness for deployment.

Education

- **Sam M. Walton College of Business, University of Arkansas | Master of Information Systems | Expected May 2025**
- **United States Naval Academy | Bachelor of Science, Information Technology (with Merit) | 2014**
 - Upsilon Pi Epsilon – International Honor Society (CS & IT)
- **Naval Aviation Safety Officer School, Pensacola, FL | February - March 2023**
 - Graduated 3rd out of 56 naval aviators and received recognition for outstanding performance, demonstrating a strong understanding of aviation safety principles and practices.

Licenses & Certifications

- **Project Management Professional (PMP) – Project Management Institute | Issued Dec 2024 – Expires Dec 2027**
- **Commercial Pilot License – Federal Aviation Administration**

Awards and Commendations (Condensed)

- Navy "E" Ribbon (2020; 2024)
- Navy and Marine Corps Commendation Medal (2024)
- Navy and Marine Corps Achievement Medal (2020; 2023)