**Ryan L. Howell**

(423) 827-7620

[Ryanhowell42@protonmail.com](mailto:Ryanhowell42@protonmail.com)

[LinkedIn.com/in/ryanhowell42](http://LinkedIn.com/in/ryanhowell42) | [GitHub.com/rhowell421](http://GitHub.com/rhowell421)

Professional Officer, rising to the rank of Major in the United States Army. Expert in personnel management, mission evaluation, and course of action analysis in multi-faceted operations. Seeking position where I can apply my extensive experience as a professional manager to ensure organizational success in a technically challenging business environment.

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| --- | --- |
| * Technical writer in military setting | * Developing Standard Operating Procedures |
| * Healthcare Executive Leadership | * Maintaining Technical Documentation |
| * Microsoft Office and Sharepoint | * Git Repositories |
| * Project Management | * Markdown |

**Documentation Manager | Ft. Lee, Virginia** **08/2020-Present**

Responsible for training, usage, and execution of documentation, policies and Standard Operating Procedures. Applied knowledge of concepts and doctrine to simulation support for worldwide exercises.

* Authored two technical manuals, maintained 45 policy letters, and collaborated on more than 20 operational concepts on document repositories on Sharepoint and GitLab
* Developed and built online dashboards to visualize personnel and logistic operations and friction points, allowed the organization’s planning horizon to extend 12 additional months
* Served as the Officer in Charge of the Database branch, streamlining and realigning the section while providing support to 25 exercises covering 16 Divisions, four Corps, and two field armies

**Executive Assistant to the CEO | Ft. Detrick, Maryland 08/2019-08/2020**

Aide-de-Camp to the Commanding General, US Army Medical Research and Development Command, the Army's only medical research, development and acquisition command comprised of 9 direct report organizations totaling 5,660 Joint and interagency uniformed service members, DA Civilians and contractors dispersed worldwide on four continents.

* Prepared for numerous key leader engagements to Department of Defense Senior Leaders, allied nation partners, and Congressional Delegations by conducting research and obtaining background materials
* Reviewed and staffed more than 300 official interoffice correspondence, including numerous memoranda for external agencies including Congressmen and top Army executives
* Improved integration and accountability by executing front-side and backside logistics, synchronized resources, coordinated transportation, and formalized schedules of many DOD flag officers and Congressional staff members throughout the installation

# Director | Ft. Belvoir, Virginia 03/2018-08/2019

Commanded the Headquarters and Headquarters Company consisting of a one-star command Headquarters, Defense Health Agency, and Fort Belvoir Community Hospital. Responsible for all aspects of command for over 330 Soldiers.

* Reviewed, signed, and enforced more than 400 policy letters and personnel actions for my employees governing all aspects of readiness, health, welfare, safety, morale, discipline, training, and administrative support.
* Created opportunities for Soldiers to excel and build the Army team, including 5 accepted into officer transition programs, 8 earning skill badges, 5 quarterly squad-level competitions

# Operations Supervisor | Ft. Campbell, Kentucky 12/2015-03/2018

Medical Operations Officer for a rapidly deployable 3800 Soldier Infantry Brigade Combat Team in the 101st Airborne Division (Air Assault). Mentors, coaches, and trains seven subordinate operations officers and their respective units to ensure success anywhere in the world, under any condition.

* Authored and published 20 annexes for operations orders, in addition to drafting and validating two Standard Operating Procedures establishing the medical concept of operations pertaining to real world support to Soldiers in austere locations
* Initiated organizational systems enabling the unit achieving the #1 unit for medical readiness out of 16 units while simultaneously planning and executing medical support for deployments to more than 20 African nations
* Ensured that his medics were trained to the highest standard, including 225 certified at advanced trauma training, 18 trained at Advanced Medical Cadaver Lab at Vanderbilt University, six earned their proficiency badges, and one won the division's Best Medic Competition.

# Team Lead | Ft. Benning, Georgia 10/2012 -12/2015

* Updated and maintained more than 30 memoranda for record, earning the #1 score of all six medical platoons during the biannual inspection program. Maintained the highest medical readiness levels, and leading a successful training program resulting in five proficiency badges awarded and 100% Combat Medic recertifications

**Education:**

* Centre College: Bachelor of Science in Biochemistry and Molecular Biology
* Johns Hopkins University: Data Science Specialization Certificate (anticipated Dec 2022)