

SARAH HOWARD

TRANSITIONING US NAVAL OFFICER



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SKILLS

Process Improvement

Project Planning

Improving Efficiency

Risk Assessment

Resource Management

Leadership

Adaptability

Conflict Resolution

EDUCATION

BACHELORS OF SCIENCE

Economics

United States Naval Academy

Annapolis, MD 2016

SUMMARY

As a transitioning Naval Officer, I am looking forward to the next chapter in pursuing higher education and earning a Masters of Science in Business Administration.

I have over eight years of experience as a Naval Surface Warfare Officer, driving naval warfare ships at sea and managing top secret and secret clearances for over 350 personnel. I have also honed my skills in customer service, Microsoft Office, management, public speaking, and journalism through my various roles and responsibilities. I have received multiple awards and recognitions for my performance and contributions, including the Navy Commendation Medal and the Navy Accommodation Medal. I have also published a reflection on war in The Trident, a prestigious naval magazine.

PROFESSIONAL EXPERIENCE

ADMISSIONS/RECRUITING OFFICER

Sep 21 - Present

Annapolis, Maryland

Plays a crucial role in identifying, attracting, and selecting future leaders of the Navy and Marine Corps. This position involves extensive outreach and engagement with prospective candidates, ensuring they meet the rigorous standards of the academy and are well-informed about the opportunities and responsibilities that come with a naval career.

- **Recruitment and Outreach:** Develop and implement strategic recruitment plans, conduct outreach activities, and provide admissions counseling to prospective students and their families.
- **Application Evaluation and Coordination:** Assess applications, participate in selection committees, and coordinate with various stakeholders to facilitate candidate visits and orientations.
- **Data Analysis and Reporting:** Track recruitment data, prepare reports for senior leadership, and stay updated on best practices in admissions and recruitment.

WHITE HOUSE SOCIAL AIDE

April 22 - Present

Washington, District of Columbia

As a White House Social Aide, assists with the planning, coordination, and execution of social events at the White House. This role involves working closely with the First Lady's office, the White House Social Secretary, and other staff to ensure events run smoothly and reflect the administration's protocols and hospitality standards.

- **Event Planning and Coordination:** Assisted in planning and organizing official White House events, including state dinners, receptions, and holiday celebrations.
- **Guest Management and Protocol:** Managed guest lists, RSVPs, and seating arrangements, ensuring adherence to protocol and providing exceptional hospitality.
- **Interagency Collaboration:** Coordinated with the First Lady's office, White House Social Secretary, and other staff to ensure events reflect administration protocols and standards.
- **Event Execution and Support:** Provided on-site support during events, overseeing logistics, guest interactions, and ensuring a seamless experience for attendees.

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TECHNICAL SKILLS

Operating 2 Warships

Microsoft Word

Excel

Salesforce

ACHIEVEMENTS

Navy Commendation Medal

US NAVY

September 2021

Navy Achievement Medal

US NAVY

December 2021

COMMUNITY INVOLVEMENT

White House Social Aide

WHMO

April 2022-Present

Park Hill Church

May 2019-Dec 2019

Hospice of the Chesapeake

June 2012-June 2016

PROFESSIONAL EXPERIENCE continued

SURFACE WARFARE OFFICER

June 2016 - Present

San Diego, CA and Worldwide

- **Leadership and Team Management:** Led and managed diverse teams of sailors, ensuring operational readiness, discipline, and morale.
- **Navigation and Ship Handling:** Commanded ship navigation and maneuvering, ensuring safe and efficient operations in various maritime conditions.
- **Combat Operations:** Planned and executed naval combat missions, including anti-surface, anti-submarine, and anti-air warfare tactics.
- **Operational Planning:** Developed and implemented strategic plans for ship operations, maintenance, and logistics.
- **Training and Development:** Conducted training programs for crew members on navigation, weaponry, safety protocols, and emergency procedures.
- **Maintenance Oversight:** Supervised the maintenance and repair of ship systems, including propulsion, electrical, and weapon systems.
- **Safety and Compliance:** Ensured adherence to safety regulations and compliance with naval standards and protocols.
- **Communication and Coordination:** Coordinated with other naval units, allied forces, and civilian authorities to ensure mission success and operational synergy.
- **Crisis Management:** Led response efforts during emergencies, including firefighting, damage control, and search and rescue operations.
- **Operational Reporting:** Prepared and presented detailed reports on mission outcomes, operational status, and crew performance to senior leadership.

ASSISTANT SECURITY MANAGER

Dec 2019 - August 2021

San Diego, California

- **Security Operations Management:** Assisted in the development and implementation of security policies, procedures, and protocols to ensure a safe environment.
- **Team Supervision:** Supervised and trained security personnel, ensuring adherence to best practices and maintaining high levels of vigilance and performance.
- **Risk Assessment:** Conducted regular risk assessments to identify potential security threats and vulnerabilities, recommending appropriate mitigation strategies.
- **Incident Response:** Coordinated and managed response efforts during security incidents, including emergency evacuations, investigations, and reporting.
- **Access Control:** Oversaw access control systems, ensuring only authorized personnel enter restricted areas and maintaining accurate records of access points.
- **Surveillance Monitoring:** Monitored security camera feeds and alarm systems to detect and respond to suspicious activities promptly.
- **Compliance and Auditing:** Ensured compliance with all relevant security regulations and conducted regular audits to verify adherence to security standards.
- **Coordination with Law Enforcement:** Acted as a liaison with local law enforcement
- **Training Programs:** Developed and conducted security training programs for employees, enhancing their awareness and preparedness for security-related issues.

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REFERENCES AVAILABLE UPON REQUEST

PROFESSIONAL EXPERIENCE continued

ASSISTANT OPERATIONS OFFICER
San Diego, California

Dec 2019 - August 2021

- **Operational Planning and Execution:** Assisted in developing and implementing operational strategies for maritime missions, ensuring efficient navigation, communication, and tactical maneuvers.
- **Command Coordination and Crisis Management:** Coordinated with ship departments and external units, facilitating effective response to emergencies and combat situations.
- **Situation Monitoring and Analysis:** Utilized radar, sonar, and sensor data to assess threats and inform decision-making during operations.
- **Personnel Training and Safety Oversight:** Conducted training on operational procedures and emergency protocols, ensuring crew readiness and enforcing safety compliance.

OPERATIONS INTELLIGENCE CRYPTOLOGIC WARFARE TECHNICIAN DIVISION AND
ELECTRONIC WARFARE OFFICER
San Diego, California

Dec 19 - Aug 2021

- **Intelligence and Cryptologic Operations:** Conducted detailed analysis of signals intelligence (SIGINT), managed cryptologic systems, identified potential threats, and ensured cryptographic security to support military operations and decision-making.
- **Electronic Warfare Management:** Developed and implemented electronic warfare (EW) plans, led EW operations to disrupt enemy communications and radar systems, integrated EW systems with other warfare areas, and coordinated missions to ensure cohesive and effective operations.
- **Training and Technical Guidance:** Trained and mentored personnel in cryptologic techniques and EW tactics, provided expert technical guidance, oversaw system maintenance and readiness, and collaborated with other intelligence agencies and military units for enhanced situational awareness and mission success.

COMBAT GUNNERY AND ORDNANCE OFFICER
San Diego, California

June 16- Dec 19

- **Weapons Systems and Fire Control Management:** Oversaw the operation, maintenance, and readiness of shipboard weapons systems, including advanced fire control systems, ensuring optimal performance during combat operations and live-fire exercises.
- **Combat Operations and Tactical Planning:** Developed and executed tactical plans for shipboard combat operations, coordinated damage control efforts, and integrated weapons systems into broader naval strategies for effective engagement.
- **Leadership and Training:** Led and trained a team of gunnery and combat personnel, ensured adherence to safety protocols, and provided technical expertise on a wide range of naval weaponry to maintain high proficiency and readiness.