

**Name A. Name**

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**EDUCATION**

**BS Mechanical Engineering;** 1998  
United States Naval Academy; Annapolis, MD

**TRAINING**

**Surface Warfare Officer School;** Newport, RI; 1999  
13 weeks of study in leadership principles, ship propulsion systems and preventive maintenance management training, repair of HVAC systems, seamanship and navigation principles, performance counseling procedures, and time management concepts

- Graduated with distinction; #2 out of 140 students

**EXPERIENCE: Lieutenant, Surface Warfare; United States Navy**

**Operations Officer, Houston Military Entrance Processing Station** **4/03-Present**

Led 40-person team comprised of joint services and Department of Defense civilians in the evaluation and processing of over 33,600 individuals annually for induction into the Armed Forces. Responsible for entire Houston region comprised of 338 high schools in 43 surrounding counties covering 43,000 square miles. Managed \$5.8 million annual budget.

- Developed and implemented a streamlining plan to better process service applicants. This innovative plan reduced the processing time per applicant by 25%.
- Expertly coordinated and organized a national All Volunteer Force ceremony involving more than 250 personnel. The ceremony was conducted simultaneously with 64 other commands located throughout the continental US and received national media coverage.
- Consistently ranked as number one officer in the command.

**Operations Officer, USS PIONEER** **6/01-4/03**

Led 50-person team in the execution of the ship's combat mission. Responsible for making crucial and timely tactical decisions affecting the safety of all 90 crew members. Responsible for maintenance and upkeep of all combat systems equipment, including assistance in procurement of parts, development and strengthening of supplier relationships, and negotiation with contractors. Managed \$1.5 million budget.

- Planned and executed 6 month Eastern Pacific deployment including 3 live-fire exercises; 2 multinational exercises and a joint fleet exercise.
- Developed improved training and qualification program for 50-person ship operations team, resulting in 100% success rate and PIONEER earning the Battle Excellence Award for best ship in her squadron.
- Organized ship wide repair/maintenance program in preparation for the Congressional Board of Inspection and Survey; achieving a score of "Outstanding" for the operations department.
- Qualified as tactical action officer in less than 4 months and among only 2% of surface warfare officer qualified as both tactical action officer and engineering officer of watch.
- Authorized TOP SECRET clearance in conjunction with duties of safeguarding cryptographic material used in maintaining Battle Group communication connectivity.

**Damage Control Assistant, USS ELLIOT** **5/98-6/01**

Responsible for making crucial and timely tactical decisions affecting the safety of 350+ member crew and destroyer worth over \$1 billion. Responsible for the Damage Control/Firefighting training for crew of 350+ including leading a 30-person team in the maintenance and upkeep of all of the ships damage control systems worth \$23 million.

- Planned and led maintenance program, improving readiness rate to 97% despite 25% budget cutback.
- Led 12 man Visit Board Search and Seizure team in the enforcement of United Nation economic sanctions against Iraq, capturing 3 prize vessels and seizing more than 8 million barrels of oil worth \$250 million.
- As Ships Maintenance Officer, planned and managed 5-month, \$2 million overhaul/repair of all damage control systems during overhaul.
- Qualified as a Surface Warfare Officer in less than 12 months and first among 10 peers.

**ADDITIONAL INFORMATION**

Extensive travel to Europe, Asia, Middle East, Australia, and Mexico. Proficient in Microsoft suite of applications.