

Resume Template for USAASC Army DACM Programs

When applying to USAASC Army DACM Training and Education Programs, your resume must be submitted as follows:

- Maximum 2 pages
- Calibri, 10-pitch font
- .5" margins
- Summarize duties, followed by bullets for specific accomplishments
- Use template example provided on following pages

Best practices

- Do not copy and paste your position description
- Highlight what makes you the best candidate for the program you are applying to
- Document major accomplishments using STAR (situation, task, action, result) is not required but recommended.

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Current Supervisor: Name, Position, Organization, E-mail, and Phone Number

EXPERIENCE

(Dates from – to). (Position, Organization, Location)

09/2013 - Present. Deputy Product Manager, Armed Scout Helicopter Project Office, Armed Scout Helicopter Project Office, PEO Aviation, Huntsville, AL

Performed supervisory cost, schedule and performance management and directly supported the Project Manager with the direction for the development and acquisition of the Army's Scout Helicopter Project Office. Provide leadership, coaching and management for over 250 core and matrix government and contractor personnel.

- Directly supported a multifunctional organization in modernizing, sustaining, and divesting a fleet of 737 single engine helicopters with an average annual budget of over \$280M since FY13.
- Planned and gained senior Army approval, and implemented the portion of the Army's Aviation Restructure Initiative (ARI) requiring the divestment of all single engine helicopters.
- Exercised authority for the full range of civilian personnel actions to build a strong capable workforce including professional development, sub-pay pool management, training, hiring, recruiting, and pay.
- Led the development and staffing of all programmatic documentation and briefings required to complete a Milestone B review for the Kiowa Warrior Cockpit and Sensor Upgrade Program.
- Led the planning and execution of Integrated Baseline Reviews and Preliminary Design Reviews; managed the development of life-cycle cost estimates and budgets and the execution of RDTE, Production, and Sustainment funding.

01/2011 - 09/2013. Program Lead (Manager/Supervisor), Iron Dome Defense System (IDDS), U.S. Cooperative Program Office, Missile Defense Agency, U.S. Army Aviation and Missile Research, Development and Engineering Center, Redstone Arsenal, AL.

Serves as a program lead for Iron Dome Defense System (IDDS), responsible for providing direction, coordination, and guidance for all capability developmental matters related strategic and tactical employment of air defense weapon systems. Responsible for providing technical leadership and management of program lifecycle functions to maintain integrity of program cost, schedule, and performance objectives. Manages and implements acquisition procedures and principles in daily execution of program activities by providing guidance to 25+ civilian, military, and contract personnel.

- Led and managed all Missile Defense Agency (MDA) matters related to program cost, schedule, and performance for the program which includes an overall program value of \$1.2Billion.
- Nominated for the MDA Program Manager of the Year in 2013.
- Developed a briefing on Low Observable/Counter Low Observable (LO/CLO) stealth technology assessment for the DoD Tri-Service Committee
- Led development of the Iron Dome Cost Analysis Requirements Document (CARD)
- Led development of an Iron Dome program schedule addressing all aspects of co-production hardware deliveries, first article inspection and testing, and interceptor integration.

08/2008 - 01/2011. Division Chief, Engineering Support Division, Engineering Directorate, Aviation & Missile Research Development Engineering Center, Redstone Arsenal, AL 35898.

Engineer Division Chief, responsible for providing management and oversight of all planning, evaluation, development, testing, production, fielding, and sustainment of all assigned programs for the program office. Leads and manages a

program office consisting of 143 personnel (government and contractors); manages all cost, schedule and performance baselines of a weapon systems portfolio.

- Led, supervised, managed, and evaluated 58 government personnel and 95 contractor personnel responsible for execution, development, manufacture, testing, fielding, support and sustainment engineering of Test Program Sets (TPSs), Automated Test Equipment (ATE) for complex aviation and missile systems.
- Supervised and managed a budget of \$46M in 2009 providing engineering and life-cycle implementation and sustainment support to PEO Aviation, PEO Missiles and Space, and the AMCOM Logistics Center in order to meet complex missile and aviation platform requirements.
- Supervised the Apache helicopter EETF (Electronic Equipment Test Facility) sustainment mission complex weapon system diagnostic repair capability in Operation Iraqi Freedom (OIF) and Operation Enduring Freedom (OEF) directly resulting in an increase in operational readiness from 14% to above 90% in less than 90 days.
- Supervised successful approval of a \$6.8M program from PM-AGSE (Aviation Ground Support Equipment) to manage manufacture of a new Flexible Engine Diagnostic System (FEDS) used to test and verify flight readiness of engines removed from aircraft for maintenance.

EDUCATION

(List all degrees/education and the area of concentration)

Doctorate Degree, 2010, Organization and Management, George Washington University.

Master's Degree, 1991, Mechanical Engineering, University of Alabama

Excellence in Government Program, 2012-2013

Non-resident Army War College, 2002-2004

Defense Leadership and Management Program (DLAMP), 2002

Army Acquisition Corps Competitive Development Group (CDG) Year Group 2001

TRAINING

(List any training, including leadership training, not on your ACRB that may be relevant to your selection.

2015 – Civilian Leader Advanced Distance Learning Portion

2013 – Army Test & Evaluation Basic Course (Distance Learning Portion), 8 Hrs.

2009 – Executive Development Program, N/A (24 Months)

2004 – Fiscal Law Course, 24 Hrs, DCSRM

2003 - Contracting Officer's Representative Course, 40 Hrs, ALMC

LICENSES/CERTIFICATES

(List all licenses or certificates which may be relevant to your selection; do not list those on your ACRB)

Member of the Army Acquisition Corps – 2005

PMP/PMI – 2004

PE Certification – 2002

Software Engineering Certificate – Harvard – 2001

AWARDS

(List awards licenses or certificates which may be relevant to your selection; do not list those on your ACRB)

Defense Logistics Agency, Awards Nomination for Program Manager of the Year, 2015 USARMY

Headquarters, G8, Certificate of Appreciation, 2014

PEO M&S, Annual Team Award, 2013

Department of the Army Achievement Medal for Civilian Service, 2012 Commander's Award for Civilian Service, 2010

MDA Award for Achievement Safety - 2005