

# JOHN DOE, MAJOR GENERAL, U.S. AIR FORCE (RETIRED)

321 Military Road | Military City, USA | 123.456.7890 | johndoe@mil.com

## AVIATION OPERATIONS TRAINER/CONSULTANT with current Top Secret Clearance

RECENTLY RETIRED TWO-STAR GENERAL WITH OVER 30 YEARS OF RESULTS-DRIVEN EXPERIENCE LEADING MULTIFUNCTIONAL ORGANIZATIONS THROUGH DIVERSE CHALLENGES. HIGH-PERFORMANCE EXECUTIVE AND ADVISOR IN STRATEGIC, JOINT, AND HIGH INTENSITY COMBAT ENVIRONMENTS.



## RELEVANT PRIVATE SECTOR SKILLS

- ▶ Strategic Planning/Execution
- ▶ Training Program Development
- ▶ Cyber Operations
- ▶ Unmanned Aerial Vehicles
- ▶ Aviation Operations/Planning
- ▶ Command and Control (C2)
- ▶ Remotely Piloted Aircraft (RPA)
- ▶ Homeland Security Operations
- ▶ Interagency Coordination
- ▶ Senior Leader Access
- ▶ Accomplished Speaker/Presenter
- ▶ Expert Advising/Consulting

## CAREER HIGHLIGHTS

**Proven Operations/Training Leadership:** Lead all aspects of multimillion-dollar aviation/training operations for organizations ranging from 300 to 12,000 personnel. Established new training programs for Air Force's UAV Pilot program and the growing Cyber Operator career field. Drove visionary outcomes for Air Force UAV, Cyber, and C2 programs.

**Homeland Security Operations:** Vast real-world experience as Director of Current Operations for Northern Air Command following the terrorist attacks of September 11, 2001.

**Remotely Piloted Aircraft (RPA)/Unmanned Aerial Vehicle (UAV):** Extensive knowledge in RPA operations and development of related Air Force (AF) training programs. Broad involvement and understanding of those issues surrounding integration into the National Airspace.

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## PROFESSIONAL HISTORY

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*"General Doe's deep understanding of air operations ensured the U.S. Military retains the freedom to conduct operations and training in the future airspace system." - From Official Write Up for the Distinguished Service Medal, 2011*

**Director of Current Operations/Chief Operating Officer (COO)**  
U.S. Air Force (USAF), Pentagon, Washington, DC

03/2007 – 01/2011

### Highlighted Duties

- + Provided U.S. Air Force (USAF) Chief of Staff with expert advice and guidance on all matters concerning current operations and training policy; provided executive leadership to 8,000 personnel; \$225M budget.
- + Played a central role in the strategic planning and execution of the AF's air and ground training needs. Directed operational and training policy across the domains of air, space, and cyber operations.
- + Developed lasting relationships with senior officials while coordinating issues for the AF and Department of Defense (DoD) at the highest levels.
- + Coordinated extensively with interagency partners from various Washington, DC organizations, including White House, CIA, DIA, Secret Service, DHS, Depts. of Energy/State, and Congress.

### KEY RESULTS

- ▶ Led rapid development of the world's premier force of RPA, providing revolutionary capabilities to the U.S. and allied forces that fostered success in Iraq and shifted more support to Afghanistan.
- ▶ Ensured Continuity of Operations (COOP) while leading a total restructuring of Air Force C2.
- ▶ Performed a global review on Air Force Operational C2; all recommendations accepted by senior officials.

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**Commander/Chief Executive Officer (CEO)**  
**222nd Air Expeditionary Wing (AEW), Balad Air Base, Iraq**

06/2003 - 03/2007

### Highlighted Duties

- + Managed a dynamic workforce of 2,400 personnel in the most forward-deployed AEW in Iraq, providing air support to Operation Iraqi Freedom (OIF); managed, administered, and justified a \$125M budget.
- + Provided direct oversight of 25+ individual operating locations throughout Iraq to include strategic and long-range planning and coordination of mission needs related to aircraft, personnel, and administration.
- + Coordinated intelligence platforms and sensors to provide decision makers with timely and meaningful situational awareness; improved overall security by integrating UAV operations into base defense.

### KEY RESULTS

- ▶ Directed organization in completing more than 2,000 successful combat operations.
- ▶ Took over and maintained a massive combat base involving virtually every kind of combat aviation known, including over 160 helicopters, 30 UAVs of various types, and 18 F-16 Fighters in 24x7 operations; resulted in zero safety incidents despite an average 450 movements a day.

**Director of Current Operations**  
**Northern Air Command, Peterson AFB, CO**

05/2000 - 06/2003

### KEY RESULTS

- ▶ Integrated air and maritime assets to enhance overall defensive operations in the aftermath of 9/11; Established Strategic Air Defense System, which remains in effect today.
- ▶ Enhanced operational effectiveness by coordinating and communicating with numerous interagency partners, including Secret Service, Immigrations and Customs Enforcement (ICE), FAA, military services, and Joint Staff.

### Highlighted Duties

- + Served as the first Director of Operations for U.S. Northern Command (NORTHCOM) during post-9/11 transition from Northern Air Command to NORTHCOM, driving momentum and paving the way for successful operations.
- + Coordinated the aircraft, vessels, and personnel for numerous operations and missions, including surveillance and airspace security along the southern U.S. border.
- + Managed 80 personnel and a \$25M budget; directed mission planning of U.S. and Canadian Air Forces.

## ADDITIONAL RELEVANT EXPERIENCE

- ▶ 1998-2000, Deputy Commander, 52nd Fighter Wing, USAF; Provided direct and executive leadership to a workforce of 6,000 personnel; managed a \$160M budget.
- ▶ 1996-1998, Commander, 405th Operations Group, USAF; Managed the daily training and readiness of 400 aircrew and 2,400 support personnel and a \$25M budget.
- ▶ 1995-1996, Director of Operations, Joint Task Force-Southwest Asia, Riyadh, Saudi Arabia; Managed 200 personnel and a \$30M budget.

## EDUCATION, TRAINING & PRIVATE SECTOR CONSULTING

**Education:** National War College, Fort Lesley J. McNair, Washington, DC, Master's in National Security Strategy, 2002; University of Northern Colorado, Greeley, CO, Master's in Business Administration, 1990; USAF Academy, Colorado Springs, CO, Bachelor's in Economics and Management, 1980.

**Relevant Professional Training:** National Security Fellow, Syracuse University; Lean Six-Sigma Management, University of Tennessee; Dynamics of International Terrorism; Middle East Orientation Course; Public Affairs Training.

**Private/Defense Sector Consulting Experience:** Currently a Senior Associate with The Sevy Group and The Dalton Group, and a Senior Member with Deschowitz Associates, Ltd. providing a broad range of consulting services to defense firms across a number of governmental areas and issues.

## Explanation:

This client was a recently retired senior level US Air Force officer (two-star general). He wanted to capitalize on his aviation operations experience and his deep-rooted knowledge of the remote piloted aircraft and unmanned aerial vehicle (RPA/UAV) sector. He wanted a position with one of the major defense contractor agencies that provide training and support to various Department of Defense organizations. I knew that the ideal candidate needed a strong foundation in operational leadership, and yet be able to interact and build interagency relationships within the highest levels of government.

In terms of overall layout, far too often military conversion resumes are completely text based and linear. I incorporated just a small amount of graphics to break up the text, give readers a quick view of his career growth, and also optimize the overall visual appeal of the document without going overboard.

Most importantly, I demilitarized much of his experience, which was far more steeped in acronyms and terminology than this resume is now. I only left in terms and technology that these defense contractor agencies would appreciate and understand. Here's how I aligned the client's strengths with some of the most desired skills these agencies are seeking:

- *The ability to use your military experience to assist the military, but within a private sector, corporate environment.* To do this, I highlighted his most relevant skills in a section called "Relevant Private Sector Skills." On the second page I highlight his experience consulting with private sector firms since retiring early in 2011. This reinforced his versatility as an executive.

- *The ability to lead complex aviation operations in challenging environments.* The presidential statement demonstrates right up front that the client has done exactly this all over the world, and at multiple levels, including the high-intensity combat environment of Iraq.

- *Top secret clearance and access to senior Department of Defense leaders.* To demonstrate this, I included his clearance level right up front. Additionally, I highlighted his senior level interaction in the "Relevant Private Sector Skills" and throughout the professional history.

- *Senior level leadership.* To lead defense contractor agencies to profitability and growth, you need a deep-rooted knowledge of the dynamics of military culture and how it interacts with private industry and other government agencies. By including the client's final military rank, agencies will immediately recognize his value since they understand the level of leadership and accomplishment one must achieve to reach two-star general.