

Roland (“Scooter”) Smith

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Project Management • New Business Development

Large-Scale Project Planning and Execution • Field Leadership • Logistics • Executive Protection

Boat and Facilities Construction • Deep Sea Diving • Top Secret / SCI Clearance (through 2014)

Currently Finishing B.S. in Mechanical Engineering at the University of Virginia

Accomplished Team Leader, Project Organizer, and Field Operator. Known for converting ambiguous objectives into practical project plans. Set up large-scale, multi-country, operational-readiness exercises in the Mideast. Commended by US Navy for completing critical missions in hostile areas.

- **Dependable:** Selected for an elite team that protected a Mideast president in high-threat areas.
- **Driven:** Can literally parachute into unfamiliar territory, gather info, and accomplish a goal.
- **Organized:** Orchestrated 4 Regional Security Cooperation Drills in Persian Gulf (\$5M budget).
- **Effective:** Strategized with peers in foreign militaries (SE Asia) to defeat piracy and terrorism.
- **Teachable:** Contributed to successful missions by learning Arabic (certified Navy linguist).

OPERATIONAL LEADERSHIP

Please see separate resume addendum for full details: SEAL Training • Weapons • Deployments • Education

U.S. NAVY, Various Locations

2002–2009

Joined USN after HS graduation, completed boot camp, and advanced to SEAL operations after two years of intense training. Deployed to various commands in Iraq, Persian Gulf, Afghanistan, and SE Asia for 5+ years. Achieved fast-track promotions from basic recruit to Chief Petty Officer (E-6).

Interim Exercise Officer (2008–2009)

Naval Special Warfare Group Two, Bahrain

Advanced to a very senior position – typically reserved for a Navy Commander – based on Arabic and leadership skills. Set up 4 Regional Drills in UAE, Oman, Saudi Arabia, and Lebanon.

- Controlled \$1.25M budget and 10,000+ person-hours for each exercise.
- Tasked and tracked-to-completion more than 200 requirements per RSCD. Briefed 40+ US and allied military personnel, embassy officials, husbanding agents, and contractors.

Navy SEAL Operator (2003–2008)

SEAL Team Four, Various Locations

Leveraged two years of intensive SEAL training – including 25 advance programs for special ops, ITI Executive Protection, and Arabic language – to accomplish challenging missions worldwide.

- Protected a Mideast head-of-State for six months – including 120+ high-risk movements – as Agent on a Close Protection Security Detail. Scrutinized physical and technical security; coordinated 40+ security officers; and avoided catastrophic consequences of a security lapse.
- Trained over 200 marines and sailors during Foreign Internal Defense (FID) missions in SE Asia. Helped defeat insurgent terrorism by “winning hearts and minds” in remote villages.
- Coordinated air strikes/artillery/close-air-support during Special Ops missions in role as Joint Tactical Air Controller. Set up field comms and managed assets valued at nearly \$1M.

Naval Special Warfare (SEAL) Training (2002–2003)

Various Locations and Commands

Completed the Basic Underwater Demolition/SEAL course, Seal Qualification Training (SQT), and Cold Weather, Jungle, Desert, and HALO parachutist training (high altitude, low opening).

EDUCATION AND PROFESSIONAL DEVELOPMENT

B.S., Mechanical Engineering, University of Virginia, Charlottesville, VA (70% completed, 2013)

Middlebury College, VT • Defense Language Institute (DLI), Garmisch, Germany

Completed four intensive-immersion courses in Arabic language

MS Office • Adobe Illustrator, Photoshop, Flash, and Dreamweaver • CISCO Certified (CCNA)

Richard Hammeker

Project Management Professional (PMP) • Computer Information Systems Security Professional (CISSP)

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<http://linkd.in/A7TlaE>

Program Management • IT • Information Assurance

Government Contractors • Extensive Background in Military Intelligence and Information Security

Information Security Expert – extensive civilian and military experience – and repeatedly cited for “job well done” by every employer ever worked for. Well-documented record of successful projects completed on schedule and under-budget. Trained to lead during high-pressure crisis situations as both military officer and civilian project manager.

Military Grade Information Security
IT Planning, Policy, and Governance

Requirements Gathering
Physical and Personnel Security

Active Top Secret Clearance
Training and Development

— CIVILIAN EXPERIENCE: DEPARTMENT OF DEFENSE AND PRIVATE COMPANIES (2003–Present) —

Please See Separate Resume Addendum for Comprehensive Details of Each Civilian Position.

US DEPARTMENT OF DEFENSE, Various Locations

2009–Present

GS-13 (IT Specialist, INFOSEC), Fort Huachuca, AZ (2011–Present)

Currently leading performance-vulnerability analyses to identify risks – and devising countermeasures – to protect the information system and network. Commended by management for strengthening the organization’s reputation as the Army’s premier support-resource for Information Assurance.

- Established permanent use of earned value management (EVM), project management tools, and PM best practices. Improved budgeting, personnel scheduling, and early completion of deliverables.
- Awarded *Achievement Medal for Civilian Service* – for outstanding performance and exceptional diligence – as leader of the PEO/PM certification support team. Currently manage 18 contractors for system development.

Reserve Mobilization, Kuwait (2010–2011)

US Army Reserve Commitment, one-year deployment (see “Military Career,” below)

GS-13 (IT Specialist (INFOSEC), Fort Huachuca, AZ (2009–2010)

Ensured compliance of networks – as project Team Lead – with Information Assurance controls mandated by the DIACAP program. Identified a process change that simplified follow-on analysis of system-security evaluations.

- Accelerated delivery by 3-5 day by introducing a simple change for analysis and report writing.
- Performed extensive vulnerability analyses and commended for recommending numerous improvements.

NCI INC, Sierra Vista, AZ

2008–2009

Project-managed a successful “proof-of-concept” for the Army’s first, large-scale implementation of cloud computing. Led technical planning, coordination, integration, and operational support.

- Achieved new capability that enabled deploying units to “offload” all data into an Army Processing Center (APC cloud) for retrieval when needed. Focused on policy and IT governance.
- Figured out the supporting tasks and mapped-out all operational changes for a successful test. Project was later approved – and expanded – by Defense Information Systems Agency (DISA).

SAIC (ASSIGNED TO PACIFIC AIR FORCES), Honolulu, HI

2005–2008

Two projects: Electronic Security System installations (2008) • Information Transport Systems (ITS) upgrades (2005–2008).

Program Manager – Security Engineering Division (2008)

Advanced to broader scope – based on success with large-scale cabling project – as Program Manager for \$11M installation of electronic security-systems. Assessed program costs, applied

quality engineering principles. Saved approximately \$500K by pinpointing misidentified materials during detailed reviews of contractor proposals.

Project Manager – Network Infrastructure (2005–2008)

Project managed a \$30M inter-building, cable-infrastructure upgrade for 9 USAF bases throughout the Pacific. Selected for advancement to role as Program Manager for Security Engineering.

GENERAL DYNAMICS IT (SIGNAL SOLUTIONS INC), Sierra Vista, AZ

2004–2005

Government contractor that supported IT and system security.

Network Security Engineer (2004–2005)

Advanced to broader role after returning from deployment in Korea. Led security engineering and turned-around the *Installation Infrastructure Improvement Modernization Program (I3MP) in Korea*, which was nearly a year late.

Reserve Mobilization, US Forces Korea (2004)

US Army Reserve, five-month deployment (see Military Career).

Network Security Engineer (2003–2004)

Published the deployment-and-configuration guide for the Army's implementation of Cisco Firewall Service Module, which is used worldwide by US Army – at every installation – for perimeter-security. Achieved DoD deadline for accreditation of 17 sites in South Korea by leading implementation of a simplified proposal.

MILITARY CAREER: US ARMY AND US ARMY RESERVE (1992–Present)

Please See Separate Resume Addendum for Comprehensive Details of Each Military Position.

Graduated from ROTC and launched a 20-year Army career as a Lieutenant in Air Defense Artillery. Steadily promoted through various technical, staff, and command-leadership roles in ADA, Intelligence, IT, and Info Security.

- **Military Awards and Schools:** Awarded over 30 medals, decorations, and ribbons for distinguished service, including: Meritorious Service Medal, four times (2011) • Joint Service Commendation Medal, twice • Army Commendation Medal, three times • Army Achievement Medal, four times • Command and General Staff College – Intermediate Level (2009) • US Army Combined Arms Service Staff School (CAS3, 2004).
- **Portfolio of IT & INFOSEC Projects:** Third Army Central (ARCENT) Theater Common Operational Picture (A-TCOP), \$10M • \$4.2M renovation for US Forces Korea (Theater Intelligence and Warning Center, KTIWC) • \$1.6M Deployable Communications Packages for Operation Enduring Freedom (Afghanistan) • Encampment security during Operation Sea Signal, Guantanamo Bay Cuba • Established a Sensitive Compartmented Information Facility (SCIF) in Korea (1996–1997), approved by Defense Intelligence Agency.
- **Transition to IT:** Trained extensively in data communications, servers, networking and IT administration during 1999–2001. Acquired deep expertise in IT support – both civilian and military – in dangerous areas.
- **Leadership:** Repeatedly commended for making the best use of available resources, and for inspiring troops to perform at peak levels. Selected from among 200 candidates to coach the intelligence sections of various combat commands. During 1997–98, commanded Alpha Company, 532d Military Intelligence Battalion.
- **Reserve Mobilizations:** Transitioned from active duty to Army Reserve (2003) and deployed to Camp Arifjan, Kuwait (2010–2011) and US Forces Korea (2004):
 - **2010–2011, Mideast:** Promoted to Lieutenant Colonel (LTC) and deployed for one year at Camp Arifjan, Kuwait. Co-led a critically important database-integration project – using Business Intelligence – that was later managed by Department of the Army for a larger program. Managed 18 contractors for system development and implementation.
 - **2004, Korea:** Promoted to Major and project-managed the \$4.2M renovation of KTIWC.

EDUCATION AND PROFESSIONAL DEVELOPMENT

Please See Separate Resume Addendum for Comprehensive Details on All Courses and Certifications.

B.S., Criminology, University of Tampa, 1991 • M.S., Computer Science, University of Phoenix, 2002

PROFESSIONAL DEVELOPMENT: Civilian Education System – Advanced Course (2010) • Computer Auditing (2011) • CND – Computer Network Defense (2010) plus 10 related courses • NSA: INFOSEC Evaluation-and-Assessment Methodologies (2005) • More than 21 courses at Defense Acquisition University (DAU), including: Advanced Software Acquisition Management (2011) and Advanced Information Systems Acquisition (2010).

CERTIFICATIONS: Information Technology Acquisition level III (2011) • Information Systems Security Professional (CISSP, 2011) • Program Management Professional (PMP, 2011) • DISA IA Manager (2011) • IT Infrastructure Library (ITIL V.3, 2008) • Certified Ethical Hacker (2005) • CompTIA Network (2003).

David J. Chrysler

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New Business Development

IT Management • Voice & Data Communications • Top Secret Clearance (TS/SCI)

Experienced military officer and recent college graduate seeks opportunity to deliver incredible results for a leading technology company that serves government and commercial markets.

PROFESSIONAL EXPERIENCE

Currently developing policies for long term support of field personnel. Ascertain client requirements, engineer solutions, and set up equipment and services that meet requirements as promised. Use *ORION Solarwinds* to gather data and troubleshoot mission-critical networks (*Intelligence, Surveillance and Reconnaissance, ISR*). Use SharePoint Portal for information management.

Leadership

- Successfully completed intense officer training that included practical application of leadership skills in high-stress situations.
- Promoted three times – from Second Lieutenant through Captain – during three years of distinguished service as military officer. Consistently ranked as #1 or #2 among officer-peers for all positions held.
- Deployed to Qatar as *Special Operations Forces Joint Network Operations Control Center Officer*, in charge of nine soldiers and extremely sensitive equipment valued at \$12M.

Operations and Technical

- Improved *Joint Special Operations Communication Network* – a mission-critical network used by over 3,000 Special Operations forces.
- Designed voice and data communications systems for Army Special Operations Forces. Improved integration of communications gear with computer networks by developing and enforcing streamlined customer service policies for hundreds of users.
- Proficient with Microsoft Outlook, MS Excel, MS PowerPoint, and MS Word.

Logistics, Training, HR, and Process Improvements

- Planned complex training exercises for redeployment of two companies (70 people) to Iraq.
- Supervised 15 planners and technicians as *System Support Center Officer in Charge*.
- As Maintenance, Logistics and Budget Officer: Cut 20 work hours monthly by developing comprehensive accountability procedures. Also oversaw \$10M annual operating budget.
- As Personnel Officer, assessed and acted on roughly 750–1000 HR actions monthly.
- Managed 24 vehicles, 11 generators, and 12 communication systems valued at over \$30M.
- Successfully executed successful transfer of Kuwait's Aerial Port of Debarkation from the Army to U.S. Air Force.

Awards, Recognition and Commendations

For distinguished overseas service, awarded the following: *Joint Service Commendation, Army Commendation, Iraqi Campaign, and Global War on Terrorism Expeditionary Medals*.

OPS-MANAGEMENT AND MILITARY LEADERSHIP EXPERIENCE

Assistant Operations Officer, Fort Bragg, NC and Qatar (2009–Present); Maintenance, Logistics, and Budget Officer, Fort Bragg, NC (2008–2009); Personnel Officer, Fort Bragg, NC; Platoon Leader and Company Executive Officer – Fort Bragg/Qatar/Iraq/Kuwait (2006–2008)

EDUCATION

B.A., Political Science, State University of New York at Albany (2005)
Four-year Reserve Officer Training Corps (ROTC)

Robert A. Smith

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Operational Management • IT, Telecom, and Infrastructure

Experienced Team Leader for IT and Telecommunications in Extremely Difficult Operating Areas

Multicultural and Multilingual: German, Dari, Mandarin • Clearances: Top Secret / SCI & NATO Secret

Recent MBA • Extensive Experience Leading Military and Civilian Teams in Europe, Mideast, and Asia

Highly effective Operations Manager, Project Manager and Team Leader – trained to complete projects and missions in crisis situations – and experienced leading large organizations of civilian and military staff. Trained for high-level liaison with foreign militaries as Foreign Area Officer.

- **Leadership:** Repeatedly commended for effectively leading teams despite volatile and fluid conditions. Especially at building trusted relationships by adapting to local languages and cultures.
- **Work Ethic:** Thrives under stress. Consistently completes projects on time – as promised, and within budget – with strong financial and budget-tracking discipline (MBA).
- **Military Honors:** Numerous military honors, awards, and citations for combat and achievement (Bronze Star, Army Commendation Medal for Valor).
- **Top Strength:** Leadership – bringing order out of chaos and optimizing performance of large teams (140+) that accomplish goals in difficult areas. Expertise in field operations (“fieldcraft”) and physical security.

Military Grade Information Security
IT Planning, Policy, and Governance

Requirements Gathering
Physical and Personnel Security

Global, Integrated Telecom & IT
Training and Development

PROFESSIONAL EXPERIENCE

US ARMY, Various Locations

1990–2012

Distinguished 23-year career as a military officer that includes combat leadership, project management for IT and telecom, quasi-diplomatic assignments, and extensive language training in Mandarin and Dari (Farsi).

HIGHLIGHTS OF PROJECTS AND SPECIAL TRAINING

- **LANGUAGE SKILLS AND MULTICULTURAL IMMERSION**

- Natural, lifelong affinity for different cultures and languages. Grew up in German-speaking household and trained in Mandarin during an intense, 18-month course at Defense Language Institute (part of training as a Foreign Area Officer).
- Trained in Dari (Afghan Farsi) at DLI and achieved immersion in Afghan culture during 2010–2011.
- Mitigated consequences for over 4000 potentially volatile, combat-related events with far-reaching diplomatic and national-defense implications. Built trust via quick action and full transparency.

- Selected for “AFKPAK HANDS,” an elite, high-level, cross-cultural, relationship-building team. Communicated in Dari and English and established trusted and strategically important relationships with the staff of Afghan Presidential Palace (2010–2011).
- Ensured ongoing, mutual understanding among staff personnel while working for the Afghan President and the Commanding General of ISAF (International Security Assistance Force – Afghanistan).

- **PROJECT MANAGEMENT AS CIO IN ALASKA**

- Alaska (2009–2010): Directed substantial IT architecture improvements that increased network bandwidth by 45% and achieved goals at 20% under budget (reapplied the savings to survivability and security).
- Deployed tools and processes that cut regional travel costs by 30% while simultaneously increasing productivity, collaboration, and knowledge management.
- Negotiated and implemented Army communications infrastructure – \$25 million total value – in the State of Alaska, which reduced annual operating costs by \$6 million while maintaining full right-of-use.

- **INFRASTRUCTURE IMPROVEMENTS AND TURNAROUND IN KOREA (2005–2009)**

- Turned-around one of the worst global virus attacks in the history of DoD. Orchestrated rapid response teams that **achieved a perfect record – zero incidents across 26000 systems – the best record of its kind in the entire US military (2007–2009)**.
- Saved \$2.5 million annually, while simultaneously improving support, awareness, and network defense across Korea: Developed a low-cost operations solution, fusing complex network activities (2007–2009).
- Directed first-time implementation of \$23 million in portable satellite radios for Korean Special Forces. developed security procedures and long-term sustainment, significantly bolstering Korean capabilities
- Successfully deployed unique \$2.1 million, multi-channel satellite communications system, providing first time access to civilian satellites, six months ahead of schedule and \$700k (30%) under budget.

- **JAPAN: PERSONNEL AND IT PROJECT LEADERSHIP**

Commended for turning-around a severe morale and discipline problem with first 6 months at Sagami-hara. Saved \$1.1 million in manpower costs through personnel reassignment and attrition. Secured \$50 million in external funding. Coordinated 50 infrastructure projects valued over \$200 million.

CAREER OVERVIEW AND CHRONOLOGY

- **ALASKA (USARAK), Fort Richardson (2011–Present): Special Projects Officer**

- **AFGHANISTAN (2010–2011): Deputy Director, Presidential Information Coordination Center**

Collaborated closely with Presidential Palace Staff via deep cultural and language skills (communicated in Dari and English). Ensured mutual understanding that facilitated negotiations at highest levels.

- **ALASKA (USARAK), Fort Richardson (2009–2010): Chief Information Officer**

Led IT governance, policy, and strategy development for all IT and telecom systems and infrastructure that support the US Army in Alaska for Pacific-based US Forces.

- **KOREA (2005–2009)**

- Director for Operations, Training, and Program Management 1st Signal Brigade (2007–2009): Directed all ops, strategic planning, and PM for 2100-person organization with 70 sites (50,000 users).
- Chief Information Officer (CIO), Special Operations Command Korea (SOCKOR, 2005–2007): Led a 70-person team and managed a \$5 million operating budget.

- **OKINAWA, JAPAN (2002–2005), Executive Officer and Director for 58th Signal Battalion**

Managed US communications maintenance within the Pacific. Directed a 500-person, 42-site organization with \$80 million operating budget. Led rapid US multi-organization communications planning and engineering task-force that supported SE Asian tsunami humanitarian relief efforts.

- SAGAMIHARA, JAPAN (2000–2002), Commander, 287th Signal Company

Led 140 person organization, consisting of US military and US–Japanese civil servants and contractors. Managed telecom, IT, visual information, radio, and TV; supporting US Forces in Japan.

- SELECTED ASSIGNMENTS AND LOCATIONS (1990–2000)

- Hand-picked for training as Foreign Area Officer (1999), trained extensively in Chinese.
- Communications Support for Special Operations (1993–1998), Fort Campbell, KY: Co-invented a method for sending compressed digital images via secure HF radio using short, low-power bursts.
- Operation Desert Storm (1990-1991), Forward Observer: Called in artillery strikes

EDUCATION, PROFESSIONAL DEVELOPMENT, AND AFFILIATIONS

Master of Business Administration (MBA), Colorado Technical University, Fort Collins, Colorado, 2006

US Joint Forces Staff College, Norfolk, VA, 2005

US Army Command and General Staff College (CGSC), Fort Leavenworth, KS, 2004

Bachelor of Arts, Telecommunications & Fine Arts, Fairfield University, Fairfield, Connecticut, 1988

Defense Language Institute. Afghan Farsi, Dari (2010) • DLI, Mandarin Chinese (1998–1999)

DONALD BURNS • ADDITIONAL RESUME SAMPLES

DONALD BURNS – RESUME SAMPLES – 100% FICTIONALIZED – PUBLISHED ON THIRD-PARTY AND TORI AWARDS WEBSITES

1. Six TORI Award samples

2011 First Place (International)

http://www.careerdirectors.com/members/tori_winners/2011/Donald_Burns_International1st.pdf

2011 first place (LinkedIn profile)

http://www.careerdirectors.com/members/tori_winners/2011/DonaldBurns-LinkedIn1st.pdf

2011 third place (technical - IT)

http://www.careerdirectors.com/members/tori_winners/2011/Donald_Burns_Technical3rd.pdf

2012 third place (Executive)

http://www.careerdirectors.com/members/tori_winners/2012/Donald_Burns_Executive3rd.pdf

2012 first place (cover letter)

http://www.careerdirectors.com/members/tori_winners/2012/Donald_Burns_Cover1st.pdf

2012 first place (sales & marketing)

http://www.careerdirectors.com/members/tori_winners/2012/Donald_Burns_Sales1st.pdf

CIO Magazine, resume makeover:

http://www.cio.com/article/727288/IT_Resume_Makeover_Advice_for_the_Tech_Pro_Who_s_Done_It_All

2. Publications, websites, books

CIO Magazine, resume makeovers:

http://www.cio.com/article/698927/Resume_Makeover_How_an_Information_Security_Professional_Can_Target_CSJ_Obs

Three more like this on CIO site

Roughly 7 additional samples - published on The Ladders website: <http://www.theladders.com>

Various Resume Books – executive, technical, etc. (Louise Kursmark & Wendy Enelow); Job Search Letters for Dummies