

MANAGEMENT PROFILE

Earned awards and recognition for strong people, process and performance leadership in rigorous, fast-paced work environments requiring progressive planning, critical thinking, decision-making, interpersonal and communication skills. Consistently outperformed peers in high-demand roles through the following qualifications:

- Displayed tenacity and discipline in undertaking complex, often ambiguous projects and initiatives involving disparate agendas, and involvement of multiple organizations and high-ranking officers.
- Demonstrated strong research and situational analysis skills to deliver fact-based, actionable solutions to key stakeholders. Outstanding presentation, public speaking and relationship building capabilities.
- Committed to personal development with high-level performance in mentally and physically challenging training and operating environments.

WORK HISTORY

Non-Commissioned Officer - US ARMY, various locations 2002 to 2010

Earned successive promotions, awards and commendations for exceptional performance, including immediate appointment to a leadership position and selection for special operations just 7 months after completing initial technical and language training.

- Assigned to an elite organization supporting the highest levels of the US government in addressing significant priorities. Completed 3 overseas assignments in Iraq and Afghanistan.
 - Provided in-depth reports and ongoing communications to high ranking officials and multinational agencies. Established clear expectations and direction for key projects and initiatives.
 - Directed groups ranging in size from 5 to 15 people, including inter-agency and cross-functional collaboration on immediate and long-range projects.
 - Engaged in fact-based information gathering, dissemination and reporting using multi-source databases and analytical tools, which directly influenced senior management decision-making and actions.
- Served as a team leader working with a senior manager to establish the organizational structure, operating standards and administrative processes for a newly established organization.
 - Built a fully functional group within 9 months that passed extensive quality assurance certification testing.
 - Collaborated with counterparts in 3 sister groups to ensure consistency and cohesiveness of communications and support of a 3K+ member organization.
 - Nominated for special recognition award, outperforming 6K candidates to earn *Soldier of the Quarter*.

EDUCATION & ADVANCED TRAINING

AB, Government (Honor Graduate, 3.65 GPA) – NORTHWESTERN UNIVERSITY 2002

Honors Graduate, Basic Arabic Course (17 months; 3.80 GPA) – DEFENSE LANGUAGE INSTITUTE, CA 2004

Graduate, Non-Commissioned Officer Leadership Course (Superior Academic Rating) – US ARMY 2008

Graduate, Primary Leadership Development Course (Commandant's List) – US ARMY 2005

Distinguished Honor Graduate, Basic Combat Training & Intelligence Analyst Course – US ARMY 2002

Certifications: 2+/2/2 Arabic Fluency Rating, DOD Top Secret Security Clearance, Aviation Badge (400+ flight hours), Airborne/Parachutist Badge, Air Assault Badge

Technical Training: Advanced Gathering Systems (200 hours), Geo-Spatial Metadata Analysis (120 hours), Applied Skills (200 hours)