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QUALIFICATIONS SUMMARY

Seasoned management executive with extensive experience creating, developing and executing strategic plans for assessment, consolidation, cost reduction and improving the value of organizations. Innovative leader and motivator possessing solid convictions, morals and business ethics. Exceptional written, verbal and interpersonal communication skills.

CAREER EXPERIENCE

UNITED STATES AIR FORCE**991st XXXX WING – XXXXX AFB****May 20xx – Present***Vice Commander*

Promoted to second-in-command of the United States Air Force's largest wing, responsible for combat readiness of 200 cruise missiles. Managed executive liaison affairs on behalf of the installation commander during his absence. Coordinated facilities management and provided oversight and supervision of more than 9,000 active duty personnel. Accountable for \$6 billion in assets and resources, as well as an annual operating budget in excess of \$95 million.

- Baseline operational requirements as the Wing transitions to performance-based contracts, striving to enhance performance while cutting contract costs.
- Planned and implemented a structured, streamlined, and disciplined four-month preparation plan.
- Served as military liaison and authority for space initiative to compete AFB as a future base for the space plane, a replacement for the space shuttle.

991st XXXX SUPPORT GROUP – XXXXX AFB**February 19xx – May 20xx***Commander*

Selected to command of 1,000 Air Force, civilian and contract personnel, maintaining accountability for all base management and administrative operations while assuming additional responsibility for budget administration of \$65 million. Supervised mission-essential civil engineering, services, education, base security, human resource development, information management and communications support.

- Through aggressive management, led benchmarking project that developed and achieved new goals, and attained awards for the base such as: "Best Base in Air Force Command," "Best Readiness in Command" and runner-up, "Best Installation in the Air Force."
- Spearheaded projects valued at more than \$136 million to improve on-base quality of life through various infrastructure improvements to aid in the recruitment and retention issues that face the Armed Forces today.
- Through leadership, all squadrons earned "Best in Air Force" honors.
- Promoted to commander, possessing Top Secret security clearance with Special Background Investigation.

U.S. XXXX COMMAND – XXXXX AFB**June 19xx – January 19xx***Deputy Chief Space Requirements Division*

Chosen for forecast development and funding prioritization of future requirements in order to enhance capabilities in the areas of communications, surveillance, intelligence, reconnaissance, threat warning, weather and navigation.

- Guided long-range planning for Air Force requirements. Instituted and supervised initiatives linking long-term requirements with short-term acquisitions process.