**YOUR NAME HERE**

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PROFESSIONAL SUMMARY

Military Veteran with [X] years of proven experience in the [BRANCH SERVICE]. [DELETE IF YOU HAVEN’T TRANSITIONED YET--Attained rank of [X] before transitioning to career in municipal management.] Accomplished measurable results while leading teams of 2,000 people in dynamic, fast-paced environments. Possess a comprehensive background in executive leadership, personnel management, budgeting and financial management, and facilities and construction program management, derived from conducting domestic and global operations in six countries spanning three continents. Consistently exceed expectations of senior leaders, elected officials, and taxpayers. Possess extensive knowledge in strategic planning, communication, innovation, and critical thinking. Recipient of multiple awards for outstanding performance to include the Defense Meritorious Service Medal in the [BRANCH OF SERVICE]. Career supported by a Master of Arts in Security Studies and a Master of Science in Engineering and Environmental Management.

* Leadership
* Innovation
* Human Capital Development
* Strategic Planning
* Communication
* Collaboration / Teamwork
* Policy Review / Execution
* Budgeting / Financial Management
* Project Management

**PROFESSIONAL EXPERIENCE**

**Generic County, Generic State 2017 – Present County Manager**

Chief financial and administrative officer for 285-person organization and $32.5M annual budget with 11 facilities located on 2 campuses to support nursing home and department of corrections operations for up to 310 residents

* Adopted innovative fiscal plan to manage expense budget and create $600K offset to fund capital projects while stabilizing County’s portion of property tax rate
* Initiated County’s first-ever employee climate survey and incorporated feedback into new organizational strategic plan; developed road map to focus on staff development and retention to reduce 40% turnover rate
* Simultaneously navigated two collective bargaining agreements to provide three years of labor harmony, cost certainty, and fair compensation to boost staff recruitment and retention efforts
* Established new employee wellness program with $30K set aside for fitness and weight loss incentives; program paid immediate dividends with 4.3% decrease in healthcare premiums equaling over $100K savings

**United States Air Force – Various Locations 19XX – 2017 Deputy Chief Executive**

Led 2,000-person organization responsible for a $75M annual operating budget, 705 facilities and $5.6B in infrastructure to support military installation with 81 aircraft, a community of 25,000 people, and five schools.

* Provided fire protection and police force through three fire stations, one police station, and 300 combined police and fire personnel; oversaw community support programs including a library, fitness center, outdoor recreation, arts and crafts, youth sports programs, and three childcare facilities
* Developed organizational strategic plan; provided roadmap for $950M in new construction to support 30% growth in base population
* Managed consolidation plan to accommodate 500 additional personnel and $185M in new construction

**Chief Executive**

Led 190-person organization responsible for training 2,500 Department of Defense firefighters per year with $4.3M annual operating budget, $22M vehicle fleet, and $29M in equipment and trainers.

* Developed strategic plan focused on human capital development, innovation, and training production; refocused failed organization and earned recognition as the Air Force’s best training organization in 2014
* Implemented innovative program to improve management of $4M protective clothing inventory; new logistical tools and database analysis identified $1M in excess assets and reduced annual purchases by 67%
* Directed safety program featuring 24% decrease in reportable incidents in 2013 compared to annual average; heat stress management program benchmarked by Atlanta International Airport Fire Department

**Deputy Chief, Energy Conservation Division**

Interpreted federal policy on energy consumption reduction goals to implement innovative programs to meet Air Force’s 30% electrical consumption reduction goals.

* Managed Air Force-wide $320M energy conservation capital improvement project program
* Engaged with Office of Secretary of Defense staff to defend $25M utility metering investment strategy and preserve Air Force’s share of $150M energy conservation construction funds in corporate budget process

**Deputy Chief, Strategic Planning Division**

Developed strategic plans and foreign policy positions for the Defense Prisoner of War/Missing Personnel Office.

* Directed effort to create first-ever strategic communication plan for Prisoner of War/Missing Personnel Office to engage with stakeholders including family members, Congress, veterans’ groups, and National Security Staff; increased outreach program effectiveness 40% with more effective, transparent messaging
* Authored $350M plan to expand manpower and facilities in response to Congressional legislation

**Construction Program Manager**

Developed, validated, and prioritized $1B construction program to provide critical global infrastructure at 15 locations; presented annual program for senior leader decision-making and engaged with Congressional staffers.

* Secured $2.3M for two emergency construction projects to correct potential health and safety violation of drinking water system as well as political concerns over cremation of fallen military members remains
* Modified existing project scoring model to enhance energy conservation features; innovative feature accelerated amount of “green” technologies programmed in new construction projects

**Chief of Design and Construction**

Led teams at two locations over 4-year period to manage all stages of facility requirements from planning, programming, design, construction, and warranty management.

* Directed 250-person section responsible for delivering 53 wartime construction projects worth $96M in 6 months including 1.6M square feet of airfield pavement, 1.7M gallons of jet fuel storage, and 9M pounds of munitions for 160 fighter aircraft to fly 6,000 combat missions during Operation IRAQI FREEDOM
* Developed $253M strategic plan to reshape Cold War-era airfield, improve force protection posture, and decrease maintenance requirements
* Led 17-person team responsible for $59M airfield construction program supporting 200 personnel during a 4-month deployment to Uzbekistan

**EDUCATION**

Master of Arts, Security Studies, Naval Postgraduate School, Monterey, CA

Master of Science, Engineering and Environmental Management, Air Force Institute of Technology, Dayton, OH Bachelor of Science, Civil/Environmental Engineering, United States Air Force Academy, Colorado Springs, CO

**PUBLICATIONS**

“Closing K2.” Air Force Civil Engineer. Volume 14, Number 1, 2006.

“Solar Power Lights The Night.” Air Force Civil Engineer. Volume 11, Number 4, 2003.

“IFSAC Training Worth Every Cent On Scene.” Fire Chief. September 2001.

“Modeling Innovation.” Military Engineering. March-April 2001.

“A Few Good Rescue Technicians.” Fire Chief. January 2001.

**VOLUNTEER SERVICE**

Youth Sports Coach, Baseball, Soccer, Basketball (9 seasons