

MARY J. SAMPLE

Top Secret / Sensitive Compartmented Information Security Clearance

173 Pierce Avenue
Macon, GA 31204
(O) 478-742-2442 (C) 478-742-2442
info@careerprocenter.net

*Singled out by the Vice President of Oracle as an exemplary example of a 21st Century agent of change.
Noted for active and inquiring mind, energetic approach, and dynamic-level of participation.*

EXECUTIVE / TECHNICAL MANAGEMENT

Optimize investments with effective business and operational solutions. Skilled business analyst, processes planner, and technical expert, providing functional guidance on multifaceted projects. Conduct advanced and complex systematic reviews to formulate and execute business strategies, reducing risk and enhancing customer satisfaction.

- Multi-Dimensional, Senior Executive with 30+ years experience applying an integrated, results-oriented management style to Information Technology, Human Capital, Customer Service, and Finance.
- Technical expert in Information Technology and Executive Administrative Management complimented by comprehensive knowledge of DoD interrelationships and Service capabilities.
- Initiated long-range planning and multi-billion dollar budgets to enhance technology ó worldwide.
- Experienced cultural diversity through multiple overseas assignments in Europe, Kuwait, and Hawaii.
- Supported multiple government inter-agencies in special projects within the Pentagon.
- Recipient of management and leadership awards; most notably the US Army Europe and 7th Army General Douglass MacArthur Leadership Award.

PROFESSIONAL EXPERIENCE

UNITED STATES ARMY (COLONEL)

1977 – PRESENT

Chief Network / Technical Officer / Chief Strategic Planning Group

08/2004 - Present

Command and Control Systems Directorate / North American Aerospace Defense Command
US Northern Command, Peterson AFB, CO

- Lead 176 military, civilian and contract employees in the operation, maintenance, engineering and integration of trusted information exchange environment with an operating budget of \$30M+.
- Spearheaded and launched critical enterprise information solutions and strategies to improve Command and Control baseline of information exchange services.
- Enriched diverse mission partners with collaborative services and Common Operational Picture.
- Secured a continuous trusted information exchange during Hurricanes Katrina and Rita and other emergencies.
- Increased network capability 130-250% while decreasing costs by 5%.

Assistant Chief Of Staff for Information Management /

01/2004 ó 06/2004

Deputy Chief of Staff for Command, Control, Communications, Computers, and Intelligence

3rd US Army / Coalition Forces Land Component Command, Cp Doha, Kuwait

- Oversaw and synchronized \$500M Army-wide South West Asia (SWA) transformational theatre commercialization.
- Supported 135,000 multi-national troops in \$200M of command, control, communications and computer projects to rebuild infrastructure in Continental US, Iraq and Kuwait.

Special Assistant to the Director of Manpower / Personnel

07/2003 to 12/2003

North American Aerospace Defense Command / US Northern Command, Peterson AFB, CO

- Personally selected critical senior liaison to the Services and Joint Staff in providing full range of manpower support in development, approval and validation of USNORTHCOM and Joint Force command headquarters.
- Key contributor to first Joint Manning Document detailing human resources required to accomplish goals.
- Liaised with Services and Joint Staff to gain approval of wartime manpower resource requirements.

Chief, Joint Space Support Teams, Joint Staff, Operations, US Space Command, CO

08/2002 to 07/2003

- Directed US Strategic Command's only deployable reaction force of Joint Space Support Teams designated to deploy to commands worldwide; directed five regional teams to support training and operations in six commands.
- Ensured integration of space, computer network, and information in plans and operations.
- Administered movement division from Colorado to Nebraska without interruption to operations in either location.

Special Assistant to Chief of Staff, Army (CSA), Pentagon, Washington, DC

07/2000 to 08/2001

- Designed Strategic Communications to publicize CSA's vision of the Army Transformational Campaign.
- Lauded by Commercial IT Sector for reconstructing Army's website and making it an active DoD website.
- Administered support cell contract valued over \$3M; researched requirements, articulated resource plan, and drafted Statements of Work, saving over \$500K.

Commander, 54th Signal Battalion, Riyadh, Saudi Arabia, KSA

06/1999 to 06/2000

- Led 500 military personnel / contractors and \$40M budget in the ONLY permanently stationed active duty unit in South West Asia during OPERATIONS Southern Watch and Desert Spring/Shift.
- Directed infrastructure operations over 800,000 square miles with a 95% communications reliability rate.
- Administered \$1M Camp Doha Strategic Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance Node project to expand information service support in Kuwait and Qatar.

Joint Communications Planner / Chief Communications Network Branch

06/1995 to 06/1999

Communications-Electronics Directorate, US Pacific Command (PACOM), HI

- Managed \$500M command, control, communications, and computer networks in largest directorate worldwide.
- Drafted Network Operations Concept of Operations and Implementation plan, netting \$300K of Joint Staff, Command and Control funds and \$600K of Joint Staff Command and Control Initiatives Program funds.
- Established first Theater Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance Coordination Center, the foundation for DoD Network Operations Concept of Operations.

Education

- **MS in National Security Strategy/Information Strategy**, National War College, Ft McNair, Washington, DC
- **BS in Engineering/Electrical / Computer Engineering**, US Military Academy, West Point, NY
- **Professional Military Education**: Joint Professional Military Education, Phase II, Norfolk, VA; US Army Command and General Staff College, Ft. Leavenworth, KS; Combined Arms Service Staff School, Ft. Leavenworth, KS

Awards and DecorationsUS Army Europe and 7th Army General Douglass MacArthur Leadership Award, 1989

Legion of Merit; Bronze Star; Defense Meritorious Service Medal; Meritorious Service Medal with Three Oak Clusters; Joint Service Commendation Medal; Army Commendation Medal with One Oak Leaf Cluster; Army Achievement Medal with Two Oak Leaf Clusters; Joint Meritorious Unit Award with Two Oak Leaf Clusters; Army Superior Unit Award; National Defense Service Medal with One Service Star; Armed Forces Expeditionary Medal; Global War on Terrorism Expeditionary Medal; Global War on Terrorism Service Medal; Armed Forces Service Medal; Army Service Ribbon

PROJECT EXPLANATION

This client was a very high maintenance, high energy person. He had traveled extensively and had held numerous positions of high responsibility, and, as is the Army way, rarely stayed in one place for more than a year. He was targeting a government contracting organization and I had a website to consult for the purpose of narrowing the scope of the resume to the particular venue he was pursuing. I chose the reverse chronological resume, because employers have increasingly required the reverse chronological format and it is preferred by the widest variety of employers and government contractors, as well as by recruiters and many of the Internet job boards. Recruiters and hiring managers tend to like this resume format because it's reader-friendly, clearly illustrates a candidate's job history, and highlights career advancement and growth.

The client had held seven positions in the last ten years and submitted to me over 100 pages of documentation. I put on my blinders and sorted through the documentation looking for the most notable achievements, as I could not possibly include 30 years of accomplishment on two pages. To accent his personality, the client was looking for something jazzy. I think he even used the term sexy with regard to how he wanted his resume to look. I normally leave the boxes and shading off, in fact, this is my first and only use of boxes or shading within a Military Transition Executive Presentation. Military members are typically much more conservative than this client. I even had to tone him down a bit in an attempt to meet his needs while offering him the benefit of my advice and experience.

The result of this resume was the capture of the very position that the client targeted. After his interview, he contacted me to write thank you notes and consulted our office for salary coaching. He has gone on to refer at least two other high level military officers to our service for their Military Transition Presentations.