

Sample Senior NCO Resume

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Education:

BA, Management 2004, Chapman College (3.5 GPA).

Experience: 12/88-Present - Master Sergeant, United States Marine Corps.

9/06-Present: Logistics/Maintenance Leader: Manage all maintenance and logistical functions of a 1600 person unit. Directly supervise two maintenance management specialists and 25 field representatives. Responsibilities include: maintenance compliance; evaluation of maintenance production; calibration; quality control; management of technical libraries; scheduling of preventive and corrective maintenance; corrosion control and tool control.

- Personally developed a quality control program implemented throughout the Marine Corps, saving over \$300,000 the first year.
- Selected to serve as a troop inspector for the Commanding General's Inspection Team.
- Rated most effective in the organization over three other Staff Noncommissioned Officers.

6/04-9/06: Maintenance Chief: Responsible for providing maintenance support for 89 vehicles used to train 1100 entry level students annually. Directly responsible for managing a \$200,000 annual budget. Provided guidance, counseling and evaluation for two maintenance supervisors. Overall responsibility for the training, evaluation and the assignment of 39 mechanics. Performed all duties as hazardous material and waste site manager. Established unit technical training program.

- Maintained over 90% availability of vehicles to support training.
- Reorganized the maintenance section to provide a centralized maintenance support effort.
- Awarded Navy Commendation Medal for superior performance of duties.

7/02-6/04: Logistics and Maintenance Compliance Leader: Responsible for all management programs for a 1,000 person unit with 1,000 items of equipment including radios, switchboards, communications vehicles, generators, air conditioners, wheeled vehicles, and associated weapons. Directly supervised 5 maintenance management specialists.

- Standardized the maintenance process and was rated as outstanding during the Commanding General's Inspection.
- Increased equipment readiness from substandard to 95% in less than six months.
- Created and implemented reconciliation and validation procedures between maintenance and supply functions, insuring on-hand maintenance resources and significantly reducing time delays in the maintenance cycle for items of equipment.
- Selected for Accelerated Program.

9/99-7/02: Staff Noncommissioned Officer in Charge/Recruiter: Responsible for the establishment, execution, and supervision of a dynamic and systematic recruiting plan for the recruiting station. Directly supervised 4 area recruiters. Interviewed and screened all applicants for enlistment to identify qualified candidates.

- Selected as regional "Recruiter of the Year" and awarded the Navy Achievement Medal.

Personal: Enjoy team sports, coaching, hiking, hunting, running, and reading.