

SENIOR WARRANT OFFICER ADVISOR

Summary

A dedicated and experienced Personnel Manager, Education Administrator, trained in Blackboard development, technical writing, Graduate level platform teaching, and flight instruction. Works well with people at all levels of the organization, including stakeholders, customers, and outside vendors. Self-motivated, innovative, and goal-oriented management professional committed to project accomplishment. Dedicated team player, skilled at mediation and conflict resolution. Flexible Operations Officer and Supervisor, driven to manage the design and development of new training programs and modify existing curricula to meet the needs of participants. Training Instructor, who helps participants obtain knowledge and skills required to thrive in a fast-paced setting. Highly organized Subject Matter Expert in aviation operations and extremely successful at managing people and time. Offers prompt feedback on training assessments, participant behavior, and the overall effectiveness. Professional, detail oriented, administrator motivated to drive projects from start to finish as part of a dynamic team.

Skill Highlights

- Upper-level management
- Project management
- Strategic planning
- Quality management
- Tactical-level analysis
- Reconciliation budget management
- Administrative management
- Logistics management
- Conflict resolution
- Secret security clearance
- Exceptionally organized
- Excellent team-builder
- Analytical
- Strong attention to detail
- Technical writing
- Effective time manager
- Training specialist Certified
- Instructional technologies knowledge

Accomplishments

- Managed the complete redesign of the Aviation Warrant Officer Advanced Course, improving the professional education for Army Aviation.
- Developed a Blackboard interactive Aircrew Training Program, reducing administration requirement by half.
- Developed aviation track-specific training for instructor pilots, increasing their instructional and resource management efficiency for all of Army Aviation.
- Revamped the training strategy for the organization's overwater and crewmember qualification programs, reducing training time by 40 days 60 flight hours.
- Managed a special operations flight detachment in multiple regional commands throughout Afghanistan, coordinating and executing over 250 Air Assault operations while amassing over 3100 accident free flight hours.
- Developed the standard operating procedures for conducting Low Cost Low Altitude operations adopted by the 101st Aviation Sustainment Brigade, which improved the efficiency of hazardous aerial resupply operations.

Experience

Senior Warrant Officer Advisor 05/2016 to Current Company Name City , State

Supervisor:

Joseph Hodgson; joseph.j.hodgson.mil@mail.mil

Responsibilities:

- Served as a senior training manager, responsible for course management documents, Programs of Instruction, Course Administrative Data, Individual Training Plans, and training materials to include: lesson plans, audio visual aids, computer assisted instruction, computer based instruction, training support packages, student evaluation plans, test items and multimedia products.
- Ensured the integration of professional knowledge of theories, principles, and techniques of education, new instructional technology, and doctrinal and organizational changes for Aviation (enlisted, officers, and warrant officers career fields).
- Performed and oversaw analysis, design, development, and evaluation of courses.
- Led needs analysis for long-range training plans/requirements; conducting threat, doctrine, and mission analysis involving literature review and data collection to compile total task inventory.
- Conducts job/duty analysis to establish total individual task inventory and performs critical individual task analyses to identify task performance specification.
- Prepares written reports, identifying problem areas and viable solutions for the development of recommendations to modify course curricula, training material, instructional techniques, etc.

Aviation Warrant Officer Advanced Course Manager 04/2015 to 05/2016 Company Name City , State

Supervisor: Daniel O'Donnell; Daniel.j.odonnell8.mil@mail.mil

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Responsibilities:

- Supervised and certified instructional faculty and staff; ensuring they remained current with interactive multimedia, advanced educational and

technology techniques.

- Provided development counseling and mentorship for faculty and staff, which facilitated team cohesion throughout the organization.
- Mentored teachers through non-evaluative, non-judgmental coaching that builds self-directedness and internal capacity for planning, self-assessment and reflection.
- Managed program of instruction, ensuring the successful implementation and continuation of the academic program.
- Assessed education needs to address the school's student achievement priorities/goals across various groups through design, development, and administration of multiple data collection methods (e.g. surveys, questionnaires, and observations).
- Analyzed courseware to identify training and education gaps, and provide guidance and direction for the development of intervention strategies and incorporation of rigor.
- Enforced and ensured program followed organizational and federal guidelines, specifications, policies, and procedures.
- Provided direct oversight and vision for the programs technological or educational needs and goals.
- Secured funds through annual budget meetings, grant writing and other means.
- Collected and analyzed feedback data to determine effectiveness and feasibility of courseware and technology.

Aviation Warrant Officer Advanced Course Senior Small Group Leader & Instructor/Writer 05/2013 to 04/2015 Company Name City , State

Supervisor: Kevin Ryan; kevin.e.ryan8.mil@mail.mil

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Responsibilities:

- Developed a collaborative model of co-teaching, observation, dialog, and lesson demonstration to analyze and reflect on practices to promote quality instruction and positively affect student learning.
- Provided interactive distance and resident multimedia instructional research, design, development, implementation, training, and assessment capabilities within the United States Army Aviation Center of Excellence (USAACE).
- Integrated professional knowledge of theories, principles, and techniques of education, new instructional technology, and doctrinal and organizational changes for Army Aviation career fields.
- Instructed training covering flight planning and reporting, aircraft scheduling and movement, tactical procedures, flight records, and administration.
- Established training methods, techniques and tools in order to design and develop training courses and materials, evaluate training programs, and complete special projects.
- Managed individual segments of procurements, providing clear, detailed, and specific instruction, as the organization's purchase cardholder.

Battalion Standardization Pilot 06/2012 to 05/2013 Company Name City , State

Supervisor: Scott Halter; scott.m.halter.mil@mail.mil

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Responsibilities:

- Advised the commander on the need for new and/or revised policies and makes policy recommendations based on data and input from staff and advisory committees.
- Conducted special studies requested by the Commander.
- Provided advice and leadership to company commanders and instructor pilots regarding employee development.
- Directed the employment and assignment of new pilots and coordinated training activities.
- Advised the commander regarding the leave, classification, retirement, resignation, promotion, suspension of assigned pilots.
- Evaluated work performance of subordinates.
- Arranged for the evaluation of each staff member and identifies appropriate opportunities for continued professional development.
- Identified developmental and training needs of employees, providing or arranging for needed development and training.

Company Standardization Pilot 06/2010 to 06/2012 Company Name City , State

Supervisor: Christopher Klick; Christopher.e.klick.mil@mail.mil

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Responsibilities:

- Managed and provided technical supervision on the organizations Aircrew Training Plan (ATP), comprised 90 employees.
- Evaluated work performance of subordinates.
- Advised the commander regarding the leave, classification, retirement, resignation, promotion, suspension of assigned pilots.
- Arranged for the evaluation of all employees and identified appropriate opportunities for continued professional development.
- Identified developmental and training needs of employees, providing or arranging for needed development and training.
- Maintained a high level of technical and tactical proficiency in all aspects of helicopter operations.
- Developed and managed an accelerated program of instruction for aerial gunnery, which successfully trained and qualified employees in a 1/3 of the normal time; saving the organization an estimated \$100K.

Senior Instructor Pilot, Training Instructor, & Instrument Examiner 12/2003 to 06/2010 Company Name City , State

Supervisor: Paul Flanagan; paul.r.flanigen.mil@mail.mil

Responsibilities:

- Supervised training and education for 40 employees.
- Maintain employee's Individual Aircrew Training Folders, responsible recording and cataloging of essential training information.
- Identified developmental and training needs of employees, providing or arranging for needed development and training.
- Evaluated work performance of subordinates.
- Planned and executed over 250 complex operations, requiring the coordination with joint military and State organization.
- Managed challenging flight operations all over the world.
- Managed a remote, surgical strike force of 20 personnel and \$156 million of equipment, responsible for the transportation of personnel to multiple hazardous locations.
- Developed the operational procedures for conducting Low Cost Low Altitude (LCLA) aerial resupply, resulting in the organizations improved efficiency and operational fuel cost savings of \$4,750.
- Maintained a high level of technical and tactical proficiency in all aspects of helicopter operations.

Facility Training Manager 09/1999 to 10/2002 Company Name City , State

Supervisor: Luis Labrador; luis.j.labrador.mil@mail.mil

Responsibilities:

- Supervised programs, to train and evaluate traditional Aeromedical Evacuation Technician proficiency and competency, and provide ground and flight instruction for developing and upgrading the skills of traditional Aeromedical Evacuation Technicians.
- Planed, organized, and implemented programs, policies, and procedures designed to ensure unit readiness for wartime tasking capability.
- Established and was responsible for on-the-job (OJT) training, the sustainment-training program for junior personnel, proficiency training, and acted as trainer and certifying official.
- Provided emergency care as required to stabilize patient and arrange for transfer of care to an appropriate facility for the level of care needed.
- Worked closely with allied health professionals to utilize and coordinate the services of other health care professionals in the management of the patient's medical, physiological and social issues.

Medical Supervisor 01/1996 to 09/1999 Company Name City , State

Supervisor: Kevin Higley; kevin@cdcmmedical.com

Responsibilities:

- Responded to accidents and other emergencies involving injury and illness, which sometimes may be life threatening.
- Provided prompt initial care to significantly increase patient survivability and reduce the possibility of long-term serious injury.
- Performed basic emergency medical treatment.
- Administered cardiopulmonary resuscitation on patients through various techniques such as, intravenous (IV) insertion, intubation and drug administration.
- Operated emergency or patient transport vehicles.

Education

Bachelor of Science : Aeronautics 07/2015 Liberty University City , State , United States 158 Semester hrs. 4.0 GPA

Professional Affiliations

Life Member - Disabled American Veterans

Member - Army Aviation Association of America

Life Member - Order of Saint Michael

Interests

Coaching youth athletics

Outdoor activities (e.g. hunting, fishing, hiking)

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Qualifications

- Commercial Pilot License
- CH-47D Instructor Pilot
- CH-47F Instructor Pilot
- Rotary-Wing Instrument Flight Examiner
- National Registry Emergency Medical Technician - Basic
- Advanced Cardiac Life Support Provider
- Prehospital Trauma Life Support Technician

- Department of Transportation National Highway Traffic safety Administration emergency Vehicle Operator
- Army Basic Instructor
- Small Group Instructor Trainer
- Facility Training & Development Specialist
- Survival Escape Resistance & Evasion
- Blackboard Instruction 101

Additional Information

Published Works:

- Aviation Digest Volume 4/Issue 1, March 2016, *Aviation Warrant Officer Advanced Course: Honing Army Aviation's Primary Warfighters.*
- Army Aviation Association of America Magazine, March 2016, *Aviation Warrant Officer Advanced Course Restructure.*

Flight Hours:

- Total Flight Time - 3200
- Total NVG Time - 2182.4
- Total Flight Instructor Time - 1284.7
- Total Instrument Instructor Time - 115.6
- Total Pilot Hood, Simulator & Weather Time - 432.8
- Total Combat Mission Time - 1892.9

Awards:

- Meritorious Service Medal - 2
- Air Medal - 6

Software:

- Aviation Mission Planning System
- Army Training Requirements & Resources System
- Aviation Resource Training System
- Centralized Aviation Flight Records System
- Resident Individual Training Module System
- Falcon View
- GPS Flight Procedures
- HTML/HTML5