

Mike Jones

123.456.7890 | email@email.com

Strategic Leader & Project Manager

Visionary Leadership | Global Operations Management | Building Effective Technical Teams

High-Impact Executive Leader with 20+ years of experience and a background in financial management, program management, and identifying opportunities for operational improvement. Expertise in the development of business continuity processes, long-term strategic processes, and change management. Excel in identifying staffing requirements, overseeing large-scale deliverables, and working effectively with both internal and external stakeholders.

LEADERSHIP COMPETENCIES

Project & Operations Management • Continuous Improvement • Data-Driven Decision Making • Data Analytics
Strategic Transformation • Regulatory Compliance • Financial Management • Financial Resource & Staffing Planning
Public Speaking • Lean Methodology • Risk Management • Staff Development • Power BI & MS Project • Budgeting

SNAPSHOT OF CAREER HIGHLIGHTS

BUDGET MANAGEMENT | Demonstrated ability to review operational processes and budgetary/staffing needs which have resulted in an increase in efficiency and reduction in annual operational costs

EXECUTIVE LEADERSHIP | Successfully executed the deployment of a 131-man Airborne Infantry Company and over \$19MM in associated equipment to the Iraq Theater of Operations

CHANGE MANAGEMENT/TRANSFORMATION | Superior ability to identify areas of operational weakness and implement more streamlined processes using appropriate industry methodologies

PROFESSIONAL EXPERIENCE

United States Army

February 1998-Present

Project Management Officer (2010-Present)

Strategic Leader tasked with leading both day to day and long-term strategic operations. Design and implement innovative processes in addition to guiding executive leadership consisting of Assistant Chiefs of Staff, Chiefs of Staff, and the Commanding General. Subject matter expert in the areas of program management, resource management, budget development/reconciliation, and fiscal management.

- Instrumental in overseeing the distribution and reconciliation of funds for USARAF managed missions which included joint exercises, security cooperation, and contingency missions
- Played a lead role in obtaining both an audit readiness and financial management certification, maintain oversight of an internal control program, and led the analysis of Army resources requirements in response to congressional plans, programs, initiatives, and actions
- Act as the Deputy Director of a resource management directorate which employs a group of over 30 military and civilian staff members
- Appointed as the Director of Resource Management which requires managing an annual operating budget of over \$890MM in addition to supervising a team of 6 staff members
- Obtained a 14.6% (\$741MM) increase to USARPAC's OMA funding by implementing innovative operational initiatives which included the USARPAC FY18-22 Commander's Program Assessment
- Project Manager for an updated financial management software platform that was used within a 3-star Army Service Component Command and required training of over 75 employees
- Led the development of financial and staffing requirements for a 5-year defense plan which was valued at over \$8.4B