

address
city, state, zip

NAME
Military Transition | Government Relations

Phone
email

GOVERNMENT RELATIONS | EXECUTIVE ADMINISTRATION | HR OVERSIGHT

CORE STRENGTHS

National Policies & Legislation • Congressional Liaison • Legislative & Regulatory Processes
Event Coordination • Internal & External Strategic Communications • International Relations • Public Affairs
Official Protocol • Organizational Voice • Political Diplomacy • Cultural Sensitivity

EXECUTIVE PROFILE

- High-profile career with the U.S. military, culminating as a senior officer with broad-base experience expertise in **Government and International Relations**. Proven leader and multi-task oriented Executive Level Manager consistently successful at furnishing complete organizational solutions through the definition of customer requirements. **Hands-on management approach**.
- **Executive consultant and advisor** for troubleshooting complex personnel, logistical, operational, Congressional, policy, or financial issues; and to other organizations with complex issues. Collaborate with team members, senior management, or Congress to build and rally consensus. Articulate business plans and proposals.
- Accomplished professional with **refined interpersonal and communications skills**. Communicate with individuals and groups from **all echelons internally and externally**. Poised public speaker / **spokesperson – accept outside speaking engagements including guest lecture assignments** at the War College on Congressional and Military Relations. Interact with White House officials and gain the confidence of many key members of Congress.
- **Pen technical and official reports**, briefings, proposals, speeches, media releases, newsletters, budgetary formulations, studies, analyses, and other official correspondence.
- **Coordinate extensive high-level delegation international conferences**, meetings, and fact-finding trips.

PROFESSIONAL EMPLOYMENT

United States Army, Colonel (Executive Level Officer), TS/SCI, xxxx to Present

Congressional Legislative Liaison, Washington, D.C. (Capitol Hill)

xxxx - Present

Represent the Secretary of the Army to the U.S. House of Representatives. Develop, implement, and interpret U.S. Army policy objectives, strategies, and operational plans to members of the U.S. Congress. Present the Army's policies, programs, and priorities on Capitol Hill. Maintain liaison with 435 members of Congress, their personal staffs, and 20 legislative committees (i.e., Authorizations Committee, Appropriations Committee, Committee on Criminal Justice, Drug Policy and Human Resources, and others).

- ❑ Foster and build sound relationships with key members of Congress, their staffs, and committee staff members. Leverage an established circle of influence and contacts on Capitol Hill and within industry to effectively present ideas, generate consensus, and submit proposals.
- ❑ Accompany the President of the United States, Members of Congress and their Staffs on over 75 worldwide fact-finding assignments as a senior escort to Congressional Delegations.
- ❑ Plan, coordinate, and execute extensive international travel plans, adopted as a model to train all new escorts assigned to the House Liaison Division.

Congressional Legislative Fellow, Washington, D.C.

xxxx - xxxx

Selected as Principle Military Advisor and Legislative Assistant to a U.S. Congressman serving on the House Armed Services Committee. Provided policy guidance and operational expertise on the Department of Defense budget (worth \$xxx.x Billion), Military Readiness, and Veterans Affairs issues. Rendered prudent opinions and made sound decisions. Served as Point of Contact for Members of Congress and Legislative committees.

- ❑ Conducted research and analysis, prepared staff documents, drafted legislation, attended Congressional hearings, wrote speeches and floor statements, and prepared for committee deliberations and floor debates.
- ❑ Interpreted complex materials, pinpointed significant items, and logically organized concise briefs.
- ❑ Interfaced with White House and DoD officials, industry, and academic representatives and constituents to shape solutions and opinions.

Operations & Training Director, Fort Benning, GA (Brigade Operations Officer)

xxxx - xxxx

Oversight operations management for a staff of 65 producing plans and training support for 6,000 personnel including strength management, legal operations, and family support programs. Designed training strategies and war plans addressing possible worldwide contingencies. Managed extensive training resources and facilities, training calendars, schedules, and military schools. Administered an \$11 million dollar budget. Combined arms operations expert. Managed public affairs and safety programs.

- ❑ Quickly turned around and overhauled the training management system from a crisis response function to forecasting resources and meeting timetables. Formulated appropriate courses of action to realign processes and improve production.

Division Chief, Fort Benning, GA

xxxx - xxxx

Directed the mobility and digitalization programs for the U.S. Army Infantry School. Coordinated Advanced War Fighting Experiments and Joint Venture initiatives. Managed acquisition requirements.

- ❑ Moved the program forward, completing more organizational progress in four months, than the previous 1.5 years.
- ❑ Spearheaded the development of a plan to form an integrated concept team for the future Infantry vehicle. Sifted through technologies, prepared a comprehensive decision brief, and pushed through a draft for the operational requirements, approved by senior management.

Personnel Assignment Director, Alexandria, VA (Army Level)

xxxx - xxxx

Directed the professional development and career management of 3,500 officers. Controlled career development, assignment equity, and schooling. Monitored the assignment process for Infantry officers from accession through mid-level. Conducted studies and projects related to personnel management of specific personnel, their assignments and distribution worldwide.

Headquarters Commander (CEO Equivalent)

xxxx - xxxx

Combat Unit Commander (CEO Equivalent)

xxxx - xxxx

EDUCATION & PROFESSIONAL DEVELOPMENT

- ❑ **MS in Administration**, University of Virginia, Virginia, xxxx (GPA: 4.0)
- ❑ **BS in Economics**, University of California, California, xxxx
- ❑ **Executive Management Development Program**, xxxx
- ❑ **Congressional Fellowship Program**, xxxx