

# JOHN P. SMITH

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## SUMMARY:

- Seven years in the United States Navy; expertise in project supervision, maintenance management and office management
- Directly contributed to qualifications of 1000+ students as career counselor/instructor at the Naval Aviation Technical Training Center
- Coordinated and supervised orders negotiation, medical screening and transfer process for up to 250 sailors daily
- Self-motivated and confident in making independent decisions
- Well-organized and able to meet deadlines
- Operation Iraqi Freedom Veteran

## EDUCATION AND TRAINING:

*Embry-Riddle Aeronautical University, Worldwide Campus* Daytona Beach, Florida

**Bachelor of Science in Professional Aeronautics; Minor in Management**

February 2010, Magna cum Laude

*United States Navy Training*

- Primary Leadership Development
- First Line Leadership
- Basic Instructor
- Operational Risk Management
- Environmental Management
- Listening for Higher Purposes
- Effective Presentation Delivery
- Coaching for Performance
- Problem Solving and Decision Making in Groups
- The Leader as a Model

## EXPERIENCE:

*United States Navy, Naval Aviation Technical Training Center*

March 2004 – Present

Pensacola, Florida

**Aviation Electricians Mate 1<sup>st</sup> Class, Deployability Advisor/Instructor**

- Mediate between several departments throughout chain of command
- Effectively handle emergencies and student inquires by applying diplomacy and assertiveness
- Negotiated over 1200 sets of orders, ensuring needs of Navy and sailors
- Organize student scheduling and prepare evaluations
- Provide career and financial counseling
- Provide classroom instruction on fleet availability, transfer assistance, order briefs and financial responsibility

*United States Navy, VAW-115 "Liberty Bells", USS Kitty Hawk (CV-63)*

February 2000 – March 2004

Atsugi, Japan

**Aviation Electricians Mate 2<sup>nd</sup>, 3<sup>rd</sup> Class and Airman, Second Shift Electrical Branch Supervisor/Electrical Technician**

- Directly responsible for six personnel
- Quality assurance inspector
- Trained and qualified five trouble-shooters and two quality assurance inspectors
- Maintained and repaired E2-C Hawkeye electrical, instrument and power generation systems
- Performed inspections; interpreted technical directives; maintained technical library and inventory

## COMPUTER SKILLS:

Proficient in Microsoft Office Suite (Word, PowerPoint, Excel, Outlook)

## AWARDS AND COMMENDATIONS:

- First Sailor and fourth in Department of Defense to complete United States Military Apprentice Program earning Federal Aviation Administration Airframe and Powerplant License
- Accelerated Advancement to Third Class Petty Officer for Graduating Class Honor Student
- Navy/Marine Corps Achievement Medal (2)