JOHN ROBERT DOE

AIRCRAFT MAINTENANCE & QUALITY ASSURANCE

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PROFESSIONAL PROFILE

A born leader who is focused and performance-driven with over 20 years performing aircraft assurance, staff supervision, and maintenance administration. An instructor with the right experience level capable of leading and motivating personnel with the sole aim of performance and efficiency in mind. Adheres to the required code of practice, including compliance with standard procedures and regulations. I have an exceptional track record in service and Naval Aviation support, especially where goal achievement and compliance with objectives are concerned, in a manner that is safe, accurate, and timely.

CAREER HIGHLIGHTS

UNITED STATES NAVY,
Jacksonville, Florida, Quality Assurance Supervisor
2007 to 2009

RESPONSIBILITIES

- I led and directed a team of 13 QA representatives who were specifically tasked to perform NAMP Program audits as well as to monitor 13 work centers/detachments that supported 14 SH-60B helicopters.
- Trained, deployed, and supported combat-ready LAMPS MK-III Detachments.
- Led a Ordinance Handling Program, utterly the “best on station” and set the calendar year record in CHSMWL for Pre-deployment readiness grades.
- I acted as the community leader of the 2008 CPO Induction and Training.

Mayport, Florida,

Maintenance Control Supervisor

2006 to 2007

RESPONSIBILITIES

- I was tasked with the effective management of 237 maintenance personnel who were in charge of scheduled and unscheduled maintenance on a 14 SH-60B aircraft.
- Achieved a 76% retention rate and single-handedly ensured the qualification of 7 junior AZs through intrusive mentorship and sterling personal example.
- I was accorded the responsibility of the management of intense OPTEMPO, which resulted in the execution of 6,600 flight hours, mishap-free, as well as a sortie completion rate of 99% and a Wing leading RFT gap of less than .02.

Brunswick, Maine,

Maintenance Administration

2004 to 2006

RESPONSIBILITIES

- I was tasked to solely supervise, train, and mentor 10 of the personnel who enlisted and were responsible for the maintenance of the required records, logs, and reports for different P-3 aircrafts.
- I offered in-depth training to appropriate personnel during three aircraft acceptance/ transfers, three depot-level modifications, 35 major component changes, and the processing of over 130 technical directives.
- I acted as the EAWS Program Coordinator, where I was able to achieve an 80% qualification rate, 35% advancement rate and 78% AZ retention rate within the division.
- I was tasked with the responsibility to conduct sensitive airborne reconnaissance operations in response to Joint Chiefs of Staff tasking while deployed during Operations ENDURING and IRAQI FREEDOM.
- I conducted a flawless data analysis exercise with the help of a team of six subordinates for numerous worldwide operational detachments.
- I was tasked with the identification and correction of over 400 critical training deficiencies within the Technical Directive Status Accounting Program resulting in a rating of “Outstanding” on CPRW-5 and CNAL AMMT inspections.
- I checked aircraft records and the accompanying reports using strategic approaches, actively reducing the error rate by 33%.
- Set the record for a 95% EAWS qualification rate, a 100% AZ retention rate, and up to 25% AZ promotion rate.

Atlantic Training/ Operations

, Maintenance Administration & Control

2001 to 2004

RESPONSIBILITIES

- Contributed directly to the necessary preparation efforts for CPRW-5 AMMT inspections, resulting in all programs achieving “on-line” status, nine programs with ZERO discrepancies and an overall grade of “Outstanding.”
- I took on the responsibility of a leader who was in charge of a Material Control team tasked with the management of 4 OPTAR funds valued at $6 million for end of fiscal year audit and with 100% accountability.
- I was tasked to oversee the maintenance functions for 10 P-3C aircraft, which also comprised of training and supervising a team of 9 personnel.
- Devoted countless hours mentoring personnel, thereby achieving a 74% reenlistment rate and 47% EAWS designation, all of which earned me the squadron’s Retention Excellence Award in the year 2003.
- Achieved 96% EAWS qualification rate in 2003 and increased division EAWS qualifications by 50% in 2001.

Naples, Italy

, Aircraft Service Period Adjustment & SDLM Coordinator

1999 to 2001

RESPONSIBILITIES

- Initiated and updated 40 records for emergency in-service repairs, and conducted Production Control and SDLM Induction Procedures Training to enhance mission readiness.
- Evaluated, managed, and ensured quality of over 45 depot-level Emergency In-Service repair of Navy and Marine aircraft in Mediterranean & NAVCENT AOR using foreign contractors, including the provision of oversight and support of Standard Depot Level Maintenance program.

- Flawlessly managed 12 ASPA inspection requirements for 3 squadrons, 2 different T/M/S aircraft, and 2 SDLM aircraft inductions.
- I was selected as the NAPRA Sailor of the Year CY 2000, the Sailor of the Quarter and 3rd quarters 1999.
- Asked for by name as an established expert in aircraft logs and records by Commander, Fleet Air Mediterranean in order to assist in performing annual Aviation Maintenance Management Team assist visits to forward deployed detachments.

San Diego, CA,

Instructor – Aviation Maintenance Administration Training

1997 to 1999

RESPONSIBILITIES

- Conducted aviation maintenance and survival training to aviation units in the Pacific fleet, including management of aviation training devices and equipment valued at over $500,000.
- Ensured workstations, software and peripherals for 5 classrooms including over 250 computers were always 100% operational, resulting in the highest quality of training with zero lost instructional time.
- Designated as Master Training Specialist, 1998.
- Solely spearheaded a team tasked with the responsibility of completely revise the NALCOMIS OMA System Administration course, greatly improving the quality of training for fleet personnel and saving the Curriculum Division more than 50 hours of technical research.

EDUCATION & QUALIFICATIONS

University of Florida

Bachelor's Degree in Arts in Business Administration | Class of 2009
Graduated top of the class with the aforementioned degree leading up to the first professional work.

XYZ College

Windows NT Systems Administration Course | 2002

XYZ College

Petty Officer First Class Leadership Course Mobile Training Team (MTT) | 2002

XYZ College

Instructor Training Course | 1995

XYZ Colleg
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Naval Aviation Dispersed Technical Publications Librarian Training | 1995

XYZ College

Aeronautical Technical Publications Library Management Training | 1995

XYZ College

Shipboard Aircraft Fire Fighting Training | 1991

XYZ College

Naval Aviation VIDS/MAF and SCIR Documentation Training | 1989

XYZ College

Naval Aviation Maintenance Logs and Records Management | 1988

XYZ College

Aviation Maintenance Administration-man Class A1 | 1987

CORE SKILLS

- **TRAINING & LEADERSHIP**
  : Value and skill assessment of different employees and effective allocation of duties and training accordingly.
- **QUALITY ASSURANCE:**
  Exceptional skills in Maintenance Administration as well as gained expertise from the Navy Aviation Maintenance Program (NAMP).

TROPHIES AND AWARDS

- Awarded with the CNAL Retention Excellence Award, Battle “E” Award, Talon Award, SECNAV Safety “S” and Arnold J. Isbell Trophy
- I received the Navy & Marine Corps Commendation Medal, Gold Star in Lieu of 3rd Award in 2006.
- I received the Navy & Marine Corps Achievement Medal, Gold Star in Lieu of 5th Award back in 2003.
- I was awarded the Navy & Marine Corps Commendation Medal & Achievement Medal in 2001.
- I was honored with the Navy Achievement Medal, Gold Star in Lieu of 3rd Award in 1998.

LANGUAGES

English ? French ? German ? Spanish

HOBBIES & INTERESTS

Hiking ? Baking ? Camping ? Photography ? Scrapbooking

INDUSTRY REFERENCES

“Exceptional Administrator who gets it done right the first time all of the time.” – Sgt. J.L. Williams

“Most certainly my #1 EP … Best AZC I have had the pleasure of working with in my 19 year Navy career. Great leader and mentor to all Sailors!” – Capt. D.R. Gordon