

Military Retiree Transitions into Civilian Sector as Director of Operations

For 22 years, David Anders of Fort Worth, Texas served in the United States Navy. During his tenure with the military, David held a series of increasingly responsible positions in supply chain management and production operations.

Challenge: Military to Civilian Transition

As David began to prepare himself for the challenge of making the transition into civilian life, he realized he had no idea how to communicate his accomplishments from over 20 years of service, in a way that would apply to companies outside of the military defense industry. After seeking advice from the Naval Career Center on base, David set out to write his own resume. After numerous failed attempts, David realized that he needed the expertise of a certified professional.

Solution: Resume Writing & Job Search Advice

David called several career service companies before selecting Career Wizards, Inc. to assist him with his military-to-civilian transition. "I selected their service based on the level of expertise and service that was conveyed during our initial consultation," said David.

Career Wizard's, Inc. used key transferrable skills and leadership accomplishments from David's military background to create a resume that demonstrated his ability to apply his experience across any industry. "David made our job easy, said Deanne Arnath, President of Career Wizards, Inc. He has a lot to offer an organization. His extensive leadership experience combined with his ability to successfully manage large, complex projects involving multimillion-dollar budgets, makes him a highly sought after commodity in today's fast-paced business environment."

Results: New Civilian Career in Upper Level Management Role

Within the first week of resume distribution, David was invited to interview with three very reputable companies. What followed were three attractive job-offers spanning very different industries. The resume that Career Wizards, Inc. created for David made a great first impression with hiring managers, which in turn opened doors to new career opportunities.

David has since referred several friends and colleagues to Career Wizards, Inc. who have similar success stories to share. David said "the Career Wizard's team was extremely helpful and went out of their way to ensure that I was well taken care of. I was extremely pleased with the results, and will continue to recommend their services."

DAVID H. ANDERS

1 Mission Circle • Fort Worth, TX 76002
Phone: (817) 466-0015 • Email: danders@yahoo.com

(Date)

(Name of Hiring Manager, Title)
(Name of Company)
(Address)
(City, State Zip)

Dear (Mr. or Ms.) (Last Name):

If your organization is currently in need of a management professional with a record of achieving top performance, leading highly skilled teams, and producing quantifiable results, I feel it would be beneficial for us to meet. Therefore, I would like to present my resume and qualifications for your review.

Throughout my career in operations leadership positions, I have been at the forefront of high-profile programs and initiatives, leading teams of 100-450+ and managing multimillion-dollar budgets/assets within challenging and complex environments. Balancing between immediate and long-term objectives, I have built a successful record of results that includes 7-figure cost savings, an increase in quality and safety performance, and team improvement through high-quality training programs.

Highlights from my experience and credentials include:

- **\$3.5 million in savings within my current position as Director of Operations for a 476-member team, primarily by implementing and championing Six Sigma and Lean methodologies.**
- **Development and implementation of multiple staff development/training programs over a 10-year period that has yielded significant improvements in team member knowledge, capabilities, and performance.**
- **B.S. degree, Six Sigma Green Belt certification, and Secret Security Clearance from the U.S. government.**

My résumé will provide additional details regarding my background and qualifications. I would welcome the opportunity for a personal interview so that we could discuss your organization's top-priority needs and the performance you can expect from me in addressing those needs.

Thank you for your time and consideration, and please do not hesitate to contact me if you have any questions.

Sincerely,

David H. Anders

Enclosure

DAVID H. ANDERS

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CAREER FOCUS: OPERATIONS / PRODUCTION / LOGISTICS MANAGEMENT

Over 9 Years of Leadership and Management Experience, including Supervision of High-Performance Teams
Record of Success in Improving Productivity and Costs through Quality, Safety, and Training Solutions
Background in Multi-Location Operations Management, including Domestic and Global Settings

Combine leadership and technical skills to identify, evaluate, and resolve problems with large-scale, complex operations, often within heavily regulated environments. Repeated success guiding highly skilled, cross-functional teams; able to build solid relationships with upper-level executive leaders and achieve consensus across multiple organizational levels. Extensive experience with multimillion-dollar budget, program, and project management. Proficient in the achievement of goals despite limited resources and tight timeframes. *Excellent trainer, mentor, facilitator, coach, and problem solver.*

CORE SKILL AREAS:

<ul style="list-style-type: none">• 400+-Team Management, \$7M Budget Management• Quality & Safety Assurance Standards (QA/SA)• Strategic Operational Planning & Execution• Diverse Team Building, Mentoring & Leadership• Production Solutions Analysis & Implementation	<ul style="list-style-type: none">• Six Sigma & Lean Manufacturing Methodologies• Team Member Instruction, Retraining & Evaluation• High-Tech Production & Maintenance Operations• Process Analysis, Evaluation & Troubleshooting• Environmental, Health & Safety (EH&S) Management
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PROFESSIONAL EXPERIENCE

UNITED STATES NAVY

Director of Operations, 2005-Present

Oversee all activities within maintenance/replacement parts operation. Supervise team of 476 military-civilian team members, provide support to over 1,500 personnel, and deliver training for over 1,000 participants. Plan and administer \$7.2 million budget. Manage full cycles of projects to meet time and cost directives. Ensure adherence to operational policies and procedures, implementing steps for corrective actions as needed. Maintain quality and safety objectives.

Selected Highlights:

- **Generated \$1.4 million-plus savings, exceeding initial objective of \$477,000, through prudent management of 100+ high-value commodities.**
- **Facilitated \$2.1 million savings within 3-year period through implementation of Lean and Six Sigma principles. Introduced procedures that became new SOPs.**
- **Established and coordinated working environments for 340 team members at full status in response to Hurricane Katrina disaster.**

Avionics Department Manager, 2004-2005

Led team of 146 in production activities, supplying equipment and team members to domestic and global locations. Oversaw 8 separate branches, supervising the repair of over 16,000 pieces of equipment. Managed total inventory of ~\$52 million. Handled all escalated issues, working jointly with team to address and resolve issues.

Selected Highlights:

- **Developed and implemented training program to improve team members' knowledge for job performance and advancement opportunities, leading to 16% increase in advancements.**

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DEPARTMENT MANAGER, CONTINUED

- **Achieved joint service cooperation and accomplishment of mission while supporting 8 operations in 4 different geographical areas.**
- **Improved time for repairs and reissues by 25% through leading team in using Lean/Six Sigma knowledge and tools, combining 2 separate work centers.**

Maintenance Operations Manager, 2001-2004

In charge of all scheduled and unscheduled maintenance activities involving 24 aircraft, with emphasis on quality and time objectives. Trained, coached, and supervised team of 164 across 9 production work centers. Prepared and managed annual budget of \$16 million.

Selected Highlights:

- **Created and introduced both short-range and long-term scheduled maintenance plans to maintain maximum asset availability during activities.**
- **Developed and delivered training program that enabled cross-learning for team members, improving group readiness by 25%. Created rotation schedule that divided talent throughout the department, resulting in improved capabilities to handle emergencies and crises.**

Quality Assurance Department Manager, 1998-2001

Directed 6 QA managed programs and 36 monitored programs, supervising 28 inspectors. Analyzed training programs, inspected aircraft, and evaluated inspectors for qualification and re-certification purposes. Conducted trend analysis for discrepancies, procedures, and workmanship. Ensured compliance with specifications for engineering investigations, accident/violation reports, and technical support.

Selected Highlights:

- **Built training program for qualifying QA personnel in order to expedite qualification process and ensure adequate training for team members to perform their duties.**
- **Contributed significantly to operations' receipt of 1st-ever Maintenance and Safety awards; personally received Humanitarian Medal for participation in rescue mission in Africa.**

EDUCATION & CREDENTIALS

Bachelor of Science in Professional Aeronautics, Minor in Management

EMBRY RIDDLE UNIVERSITY, Fort Worth, TX. Honors Graduate, 3.77 G.P.A. "Student of the Year" award.

Certifications, Licenses & Designations: Six Sigma Green Belt Certified ■ FCC License with Radar Endorsement ■ Current Government Secret Security Clearance

Training: Introduction to Lean/Six Sigma Principles Course ■ Basic Theories of Constraints Course ■ 2,200+ hours of Navy technical, leadership, management, and teamwork training ■ 600+ hours of continuing education in leadership and effective communication

Publications: Created F-18 Enlisted Aviation Warfare Specialist testing manual currently used throughout the U.S. Navy.