

Military Chaplain Transitions into Role as Director of Operations for Non-Profit Organization

For 23 years, Richard Levinson of Fort Worth, Texas served as a chaplain in both the United States Navy and the United States Marine Corps. During his tenure with the military, Richard dedicated his career to leading humanitarian efforts both at home and abroad.

Challenge: Career Transition into Civilian Sector

After retiring with the military after 23 years of service, Richard was faced with a significant challenge. He wanted to pursue a civilian career and transition out of the role of Chaplain into a business management role of some sort. Richard had never had a resume and was uncertain about his new career direction.

Solution: Resume Writing & Career Transition Coaching

Richard spoke with a friend about his dilemma, who turned out to be a former client of Career Wizards, Inc. The friend shared his own personal success story with Richard, and recommended that he contact Career Wizards, Inc. for professional assistance. Richard contacted the company and arranged for an initial consultation with a certified professional.

"Richard's career story really touched me, said Deanne Arnath, President of Career Wizards, Inc. His humanitarian work has impacted so many lives, in such a positive way. Career Wizard's philosophy is that people who are passionate about their boast the most successful, rewarding careers, and Richard is a shining example of that."

After a few consultations with Richard, his new career direction began to take shape. Within a couple of weeks, Career Wizards, Inc. crafted a resume and cover letter for Richard that targeted leadership roles within the public service and non-profit sectors. "As you know, transitions are stressful and uncertain times, but Career Wizards, Inc. helped to alleviate some of that stress and uncertainty, during this period of my life", Richard said.

Results: New Role as Director of Operations for Non-Profit Organization

Richard interviewed with various organizations before accepting a position as Director of Operations for a charitable organization that helps the children of America's fallen military heroes. Richard said "I am enjoying my new career. While the position presents challenges every day, the rewards are measured by the smiles on the faces of these very special kids."

The resume and coaching services that Career Wizards, Inc. provided for Richard, gave him the helping hand he needed to make his transition as natural and seamless as possible.

Richard has since referred several friends and colleagues to Career Wizards, Inc. who have similar success stories to share. Richard said "I believe that the resume you provided me is much more than a list of skills and accomplishments, it is a well written story of commitment, dedication and success."

RICHARD A. LEVINSON

6234 Preston Avenue
Fort Worth, Texas 76002
Phone: 817-466-0015 Cell: 817-466-0017
Email: rlevinson@yahoo.com

[Date]

[Name]

[Title]

[Company Name]

[Address]

[City, State, Zip]

Dear [name],

With a consistent track record of success in achieving a broad range of goals throughout my career, I believe I offer the leadership and skill that would benefit [company name]. I have enclosed my résumé in consideration for management positions within your organization. A summary of the value I can bring to your management team includes:

- Over 12 years of experience in leadership roles within complex operations, supervising diverse teams and managing challenging programs/assignments within U.S. and international locations.
- Advanced individual and team development skills, including training, re-training, mentoring, and evaluating performance. I use a hands-on, supportive approach that leads to improved performance.
- High level of adaptability and flexibility gained through working in highly charged, mission-critical programs, including humanitarian relief efforts and wartime operations.

In particular, the strong relationships I build with team members, upper management, partner organizations, and the community often results in win-win situations and a foundation for future success. I am certain that my team-focused, positive attitude and emphasis on quantifiable results would be a welcome addition to your organization.

My résumé will provide additional details concerning my qualifications and accomplishments, and I would welcome the opportunity for an interview to discuss your organization's top-priority needs and the performance you can expect from me.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Richard A. Levinson

Enclosure

RICHARD A. LEVINSON

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CAREER TARGET: MANAGEMENT

Offering an Excellent Track Record of Key Contributions, Results, and Successes

Over 12 Years of Experience in Management and Supervisory Positions within National and Global Locations, Earning Multiple Awards for Leadership and Performance

Expertise in Training, Mentoring, Motivating, and Leading Cross-Functional Teams to Meet and Exceed Operational Goals; Strong Program Development and Implementation Background

Earned Master's Degree, BS Degree, and Lean Six Sigma Green Belt Certification

Highly qualified, resourceful management professional with year-over-year success in improving team capabilities, meeting international deployment objectives, developing and executing strategic plans, and raising funds for key programs. Strong communicator, advocate, counselor, and relationship developer.

Key Value-Offered Qualifications

Critical Mission/Program Management ■ Operational Efficiency Improvement ■ Training Program Design
Staff Development & Empowerment ■ Community Relationship Building ■ Personnel Mentoring/Coaching
Budget Planning & Administration ■ Organizational Mission Fulfillment ■ Inter-Organizational Teamwork

PROFESSIONAL EXPERIENCE

UNITED STATES NAVY, Fort Worth, Texas

DEPARTMENT HEAD, 2005-PRESENT

Supervise team of 42, including employees and volunteers. Manage \$85,000 operating budget, \$145,000 in funding, and \$65,000 in annual foundation gifts. Ensure fulfillment of team member's training and personal development goals, conducting over 65 services and 225 counseling cases. Provided training for over 750 team members, creating training materials and publishing paper that addressed "hot button" issues. Serve as liaison to Fort Worth Air Power Foundation, planning and executing fundraising events for in-need military members. Planning member for various special events.

Selected Achievements & Contributions:

Expanded relief services to members 300% through interaction with Fort Worth Air Power Foundation, raising over \$400,000 in relief support.

- Created proposal for Stress Control Program currently before HQ for use as template and as expansion of program to create Public Service Announcements using former NFL veterans (both Roger Staubach and Chad Hennings have agreed to participate in the program).
- Facilitated additional personnel for 6 months and \$50,000 in financial assistance by writing proposal to HQ for additional support during Hurricane Katrina and Rita Relief Operations, with assistance provided to over 7,000 military and family evacuees.
- Expand exposure of organization within the community through interactions and relationships with the Medal of Honor Society, Colonial Golf Classic of Fort Worth and University of North Texas.

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RICHARD A. LEVINSON - PAGE 2

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UNITED STATES MARINE CORPS, San Diego, California

DEPARTMENT SUPERVISOR, 2001-2005

Managed team of 21 and \$350,000 annual budget. Supervised and executed all training requirements in preparation for training and operational assignments worldwide, including Operation Unified Assistance in Sri Lanka, Indonesia and Thailand. Assigned teams for training and operational programs, with 35 average initiatives annually. Established and procured all team requirements as member of planning group. Served as Project Officer for the development and implementation of fitness program used for ethics training.

Selected Achievements & Contributions:

Established role as central office for training and operational deployments; implemented 1st operations-wide Ethics Training Program and lead role of Critical Incident Stress Management Counselor.

- For Operation Iraqi Freedom, coordinated delivery for 1000+ tons of relief supplies to Basra, Iraq through Kuwaiti Humanitarian Operational Center, Bishop of Kuwait and British Armed Forces. Provided for psychological and spiritual welfare of logistics, maintenance, and convoy personnel.
- For Operation Unified Assistance, established humanitarian requirements in tsunami-affected region of Thailand. Provided aggressive support to all recovery teams, fostered relationships with other international relief organizations, and coordinated support initiatives region-wide.

SUPERVISOR, 1998-2001

Directly supervised cross-functional team of 28, managed \$145,000 operating budget, and provided support/counseling to military and civilian personnel, including assistance in mission-critical incidents.

Selected Achievements & Contributions:

Earned Commendation Medal for performance of duties as Division Leader. Recognized for providing assistance to training school during period of elevated critical incidents.

- Demonstrated effectiveness of Regional Command and Control System in providing degree of flexibility for relocation of assets.

EDUCATION & CREDENTIALS

Master's Degree

UNIVERSITY OF CALIFORNIA, San Diego

Bachelor of Science in Health Administration

MICHIGAN STATE UNIVERSITY, East Lansing

Doctoral Candidate, Dissertation Level

UNIVERSITY OF CALIFORNIA, San Diego

Certifications

Lean Six Sigma Green Belt Certified; Advanced Critical Incident Stress Management; Instructor Certified in Myers-Briggs Type Indicator (MBTI)

Awards

- Joint Commendation Medal- for coordination of relief efforts in Tsunami regions of Thailand, 2005
- Commendation Medal- for successful coordination and delivery of 1,000+ tons of relief to Iraq
- Numerous additional awards- for performance, effort, and dedication across multiple programs