

JAMIE JONES

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(123) 456-7890

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Citizenship: United States Citizen

Veterans Preference: 5-point preference U.S. Marine Corps, Active duty 1999-Present

Security Clearance: Top Secret SCI

OBJECTIVE

Contract Specialist, GS-1102-09/12

Vacancy Announcement: AA123456-BB, Department of Veteran's Affairs, Veterans Benefits Administration

EXPERIENCE

Marine Tactical Electronic Warfare Squadron 2, United States Marine Corps, Marine Corps Air Station, Cherry Point, NC 12345-5678

March 20XX - Present

Salary: \$38,919 per year

Hours per week: 60

Supervisor: Dan Smith, (123) 555-8888, may contact.

Quality Assurance Representative/Inspector

MANAGE CONTRACTS for aircraft service and repair. Guarantee repair work was completed on time according to specific contract requests. Assign repair technicians to aircraft and parts according to schedule and work required to be completed. Work with agencies to develop schedules based on work that needs to be completed. Successfully renegotiate contracts with agencies close to contract completion.

COMMUNICATE with contractors to order parts and materials needed for aircraft and repairing parts. Negotiate with contacts to ensure quality and fast shipment. Recognize problems in contracts before issues occurred and make recommendations to fix errors, preventing lag time in repair work. Manage 2 million dollars' worth of stock, determined parts to order, and selected inventory based on need.

ANALYZE and REPORT on service bulletins and aircraft logbooks to Project Director. Present findings and new project ideas to management based on analyzed data and proposed work. Propose ideas to streamline repair processes to save money and time. Recommendations for streamlining estimates by project managers accepted and resulted in a 20% saving from the previous 12 months.

QUALITY ASSURANCE complete to ensure proper protocol and repair work was completed on time and according to federal regulations. Review schematics and blueprints, ensuring all necessary repairs were done according to standards. Provide excellent quality assurance, keep repairs on schedule and allow aircraft to return to service quickly.

KEY ACHIEVEMENTS

- ++Renegotiated contracts with select agencies close to completion of contract. Secured new multi-year service contract for agency
- ++Streamlined repair process, increasing efficiency of unit by 20%
- ++ Marine Corps Achievement Medal

Airframes Division Work Center Supervisor and Program Manager, Marine Tactical Electronic Warfare Squadron 3, United States Marine Corps, Marine Corps Air Station, Cherry Point, NC 12345-5678

November 20XX to March 20XX

Salary: \$37,717 per year

Hours per week: 50

Supervisor: Thomas Rogers, (111) 222-3333, may contact.

Airframes Division Work Center Supervisor and Program Manager

MANAGED and SUPERVISED 15 technicians servicing essential military aircraft and subsequent parts. Trained staff members on proper protocol, work order completion and scheduling. Skilled Inspection Authorized (IA) aircraft mechanic, provided approval on all technician work after quality assurance check. Managed all leave requests and created weekly schedule, taking workload into consideration.

MAINTENANCE and SERVICE ASSISTANCE performed to provide superior preventative and repair work to all military aircraft. Engineered parts and installed according to federal standards and aircraft schematics. Identified problem areas and monitored for issues to ensure safety. Turned aircraft and parts around quickly for less downtime. Updated and maintained repair logs, documenting all repair and preventive work completed on aircraft.

TRAINED and INSTRUCTED over 500 aircraft service technicians. Authored and implemented training course on proper inspection and repair protocol. Developed training program using Microsoft PowerPoint. Recorded program to be shown on other United States bases and overseas. Updated program with new requirements as needed to maintain high level of service.

REPAIRED and INSPECTED military aircraft according to maintenance manuals and service bulletins. Determined feasibility and method of repair or replacement of non-working or damaged parts. Conducted routine and sporadic inspections required by regulations to check problem areas. Inspected airframes for wear and defects, replaced any parts that showed signs of wear. Aligned, fitted, assembled, connected, and installed system components, using jigs, fixtures, measuring instruments, hand tools, or power tools.

KEY ACHIEVEMENTS

- ++Authored proper inspection training program for 500 service members
- ++Recognized for superior leadership within unit with plaque
- ++Global War on Terrorism Service Medal

United States Marine Corps, Naval Air Station Whidbey Island, Oak Harbor, WA 00000-1234.

May 20XX to October 20XX

Salary: \$35,456 per year.

Hours per week: 50

Supervisor: Todd Johnson, (111) 222-3333, may contact.

Hi Power Taxi/Turn Up Instructor

SUPERVISED 20 repairmen, managing schedules and contracts. Trained repairmen on proper protocol for servicing aircraft and federal regulations. Instructed members on test equipment and ground support. Coordinated work with engineers, technicians and other repair personnel.

ORDERED and MAINTAINED supply stock of over \$50,000. Ensured popular and frequently used parts were readily in stock, guarantying aircraft would return to service promptly. Examined new products for authenticity and corrected part number. Evaluated product samples for shop use, recommended new products to higher officials, tested parts for proper fit and performance.

TESTED and TROUBLESHOT instruments, components and assemblies using circuit testes, oscilloscopes and voltmeters. Set up and operated ground support and test equipment for flight test of electrical and electronic systems. Repaired issues with electrical and electronic systems, checked repair and released back to service.

INSPECTION AND REPAIR certified. Licensed aircraft mechanic and inspection authorized individual. Inspected all repair work and related parts. Authorized subject matter expert on ejection seats and all related parts. Troubleshoot and repaired faulty contraptions and tested for accuracy of repair prior to releasing aircraft. Supervised team of nine service technicians and assigned contracts based on need and skill level.

KEY ACHIEVEMENTS

++20XX VAQ-129 Marine of the Year

++Selected as candidate for the 2004 Marine Corps Aviation Award

EDUCATION

Master of Business Administration, Expected February 20XX
American Public University System, Charles Town, WV 25414
GPA: 4.00/4.00

Bachelor of Science, Aircraft Maintenance Management, December 20XX
Embry Riddle Aeronautical University, Daytona Beach, FL 12345
GPA: 3.857/4.00

CERTIFICATIONS and LICENCES

Inspection Authorization, FAA, May 20XX
Aviation Electronics, United States Marine Corps, Oak Harbor, WA, December 20XX
Airframe and Powerplant License, Federal Aviation Administration (FAA), August 20XX

COMPUTER SKILLS

Microsoft Window 10, Apple OX XS, Microsoft Office PowerPoint, Word, Excel, Access

AWARDS and ACHIEVEMENTS

Marine Corps Achievement Medal

Global War on Terrorism Service Medal

20XX VAQ-129 Marine of the Year