

DANIEL JONES

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PROFESSIONAL SUMMARY

AIR FORCE COMMANDER with 20+ years' experience in exercise planning, operational execution/management, training, personnel development, and Department of Defense Joint Requirements integration. Successful in developing and implementing procedures and structures for optimal operational management. Trusted to autonomously accomplish organizational objectives with assigned resources in complex and demanding environments both domestically and internationally.

PROFESSIONAL EXPERIENCE

UNITED STATES AIR FORCE (USAF) – 19XX to Present

Air Force Lead, Logistics/Force Support Functional Capabilities Board, and Air Force Joint Integration
Include Series and Grade **XX hours per week**
The Pentagon, Washington, D.C. **20XX – Present**
Supervisor: Name | (555) 555-5555

DELIVER STRATEGIC RESULTS: Developed and coordinated Air Force position on 130 Joint Logistics and Force Support requirements and issues accounting for 60% of the Defense Department budget. Spearheaded, coordinated, and managed Joint and Air Force programs and issues worth \$318.7 billion.

TRUSTED IN MATTERS OF NATIONAL INTEREST AND SECURITY: Prepared Air Force Executive Vice President for discussions with the Assistant Secretary of Defense, Vice Chairman of the Joint Chiefs of Staff, and Executive Vice Presidents of the Army, Navy, and USMC.

SUPERIOR EXERCISE LEADER: As Crisis Action Team (CAT) chief, led 40 exercise personnel through continuity of operations/continuity of government command post exercise. Seamlessly relocated CAT from Pentagon Emergency Action Operations Center to Raven Rock Mountain Complex, the “underground Pentagon” and resumed ops. Leadership thrilled with results.

Commander, 737th Expeditionary Airlift Squadron
Include Series and Grade **XX hours per week**
Southwest Asia **20XX – 20XX**
Supervisor: Name | (555) 555-5555

OPERATIONAL MANAGEMENT: Coordinated operations and all aspects of unit readiness.

- **ACCOMPLISHMENT:** Oversaw largest Operation Enduring Freedom/Operation Iraqi Freedom transport aircraft unit. Achieved 99.5% operational effectiveness rate.

TEAM BUILDER AND PROBLEM SOLVER: Led effort to reduce C-130 engine over temperatures. Teamed with senior flight engineer and maintenance to create new hot weather operations procedures.

- **ACCOMPLISHMENT:** Created and implemented new procedures, saving 672 maintenance man hours and slashed engine discrepancies by 84%.

Commander, 317 Operations Support Squadron

Include Series and Grade

Dyess Air Force Base, Abilene, TX

Supervisor: Name | (555) 555-5555

XX hours per week

20XX – 20XX

EXPERT IN OPERATIONS: Oversaw an operational, 110-person unit that formulated, implemented, and coordinated support for an Airlift Group comprised of 35 C-130s, 1,300 personnel, and \$3.1 billion in facilities. Managed training, quality assurance, and 96,000 flying-hour program to ensure 56 aircrews were fully qualified to support local and deployed joint and combined operational exercises and contingency taskings.

- **ACCOMPLISHMENT:** Won Air Mobility Command's "Outstanding Small Operations Support Squadron of the Year" Award both years in command.

Chief of Exercise, Training, and Joint Operations

Include Series and Grade

Headquarters, U.S. Forces, Japan (USFJ), Tokyo, Japan

XX hours per week

20XX – 20XX

BUILD AND LEAD TEAMS: Directed multi-million-dollar joint operations, crisis action and deliberate planning, and planning and execution of exercises and training venues with allies and PACOM. Used understanding of cultural differences and ability to work through challenging negotiations.

- **ACCOMPLISHMENT:** Developed "blueprint" for U.S.-Japan military exercise, involving over \$17 million and 10,700 U.S./Japanese personnel. Dramatically improved interoperability and readiness of U.S. and Japanese forces. "Most successful series of exercises in this command's history," according to USFJ Senior Executive.

IMPLEMENT AND MANAGE PROJECTS: Project lead for 300 personnel in planning/executing a \$4 million exercise for 3,000+ participants in joint/bilateral U.S.-Japan command post exercise (CPX).

- **ACCOMPLISHMENT:** Spearheaded the only joint/bilateral U.S.-Japan CPX. "The most successful/best coordinated exercise I've seen," according to USFJ Senior Executive.

SUPERIOR COMMUNICATION SKILLS: I was USFJ Senior Executive's choice to brief the PACOM, TRANSCOM, and PACAF commanders; the Deputy Secretary of Defense; and the U.S. Ambassador, Japan.

EDUCATION

Master of Military Art and Science, Army Command and General Staff College (Joint Professional Military Education), Ft. Leavenworth, KS, 20XX

Bachelor of Science, Biology, U.S. Air Force Academy, Colorado Springs, CO, 19XX

PROFESSIONAL LEADERSHIP DEVELOPMENT

Air War College, by correspondence, 20XX

Command and General Staff College, Ft. Leavenworth, KS, 20XX

Joint and Combined Warfighting School – Intermediate Level (JPME II), Norfolk, VA, 20XX