

MICHAEL MYERSFIELD
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PROJECT & OPERATIONS MANAGER

Multi-Tasker ~ Personnel Management ~ Strategic Planning

Proven leadership skills as a *U.S. Air Force Officer* with special expertise in all aspects of operations and project/program management, including: work breakdown structures; process mapping; team dynamics; scheduling and budget; and status reporting. Comprehends the “big picture” and executes the organizational vision. Superior communicator; easily interacts with executives, regulatory agencies, clients, vendors and staff. Possesses a current TOP SECRET/SCI Government Security Clearance. Technically proficient in the MS Office Suite.

- ◆ Team Player
- ◆ Detail Oriented
- ◆ Customer Focus
- ◆ Superb Presentation Skills
- ◆ Highly Analytical
- ◆ Adaptable Problem Solver
- ◆ Expert Trainer
- ◆ Numerous Personal Awards
- ◆ Excellent “People” Skills

PROFESSIONAL EXPERIENCE

Operations and Project Management: A senior manager with proven success in the most challenging assignments. Resourceful and adaptable, exercising superb competence and efficiency with every project. Career highlighted by success and constant achievement.

- Operationally focused. Seeks and assumes responsibility. Meets challenges with a keen understanding of resource needs.
- Ensured that equipment valued at over \$27 million was inspected and redistributed after completion of maintenance in a timely manner with zero defects
- Maintained a material readiness rate at a sterling 100%.
- Developed and implemented procedures designed to evaluate and streamline maintenance requirements programs, greatly improving efficiency and cost effectiveness of critical maintenance systems and methods used.

Leadership and Supervision: A superior leader with demonstrated performance in high-pressure environments. Earned a solid reputation for improving organizational performance through hands-on training and a leadership approach that emphasized decision-making through active listening.

- Superbly supervised as many as 35 diverse technicians and supervisors; renowned for firm, yet compassionate mentorship.
- Continually evaluated the processes in place to ensure that the best possible solution was applied to each task. Customer service always a top priority.
- Proven proficiencies in classroom and field training; renowned for technical expertise.
- Approachable, easily builds rapport with subordinates, peers, and senior management.

Problem Solving and Analysis: Consistently implements keen analytical abilities and a proven team-based work dynamic with a systems-oriented approach to facilitate efficient and effective solutions. A critical thinker open to alternative views to optimize decision-making.

- Successfully taught organizational personnel procedures for developing long and short-range training plans and instituted formal programs to encourage professional growth.
- Renowned for proactively identifying errors and recommending immediate, practical and cost-effective solutions on site.

WORK HISTORY***Assistant Operations Manager***

Reconnaissance Squadron Detachment 1, Crete (Greece)

2006 – Present

Training Manager

Reconnaissance Squadron, Air Force Base, NY

2004 – 2006

*(including various operational deployments to the Middle and Far East)****Navigator/Standardization Projects Officer***

Reconnaissance Squadron, Air Force Base, NY

2001 – 2004

*(including various operational deployments to the Middle East, Far East and Europe)****Navigator***

Combat Training Squadron, Air Force Base, NY

2000 – 2001

EDUCATION

EMBRY-RIDDLE AERONAUTICAL UNIVERSITY, Daytona, Florida

Master of Aeronautical Science, scheduled award date: 6/2007~ *G.P.A.: 3.5/4.0*

U.S. AIR FORCE SQUADRON OFFICER SCHOOL, Maxwell Air Force Base, Alabama

Leadership Laboratory, 2005

CITY COLLEGE, New York, NY

Bachelor of Science, 1999~ *Major: Philosophy/Communications***AWARDS & MILITARY INFORMATION***Air Medal**Aerial Achievement Medal**Air Force Commendation Medal**Captain, U.S. Air Force (Honorable Discharge, 2007)**Top Secret/Sensitive Compartmented Information (SCI) Clearance (current)*