

PROFESSIONAL SUMMARY

- Summarize and quantify experience.
- Tailor summary to job announcement requirements.
- Use powerful action words.

Supervisory Aviation Technical Systems Specialist with over 22 years of experience providing results-oriented aviation technical and engineering leadership. Effective in leading and directing operational services and initiatives that meet the organization's strategic goals and mission while ensuring customer needs are met. Extensive experience coordinating and collaborating with senior leaders, Federal Agency partners, and private industry to plan, implement, and execute strategies and action plans for the National Airspace Systems (NAS) operations and support. Twenty years of demonstrated managerial and leadership experience leading, coaching, and creating a diverse, equitable, and inclusive workforce in fast-paced environments.

PROFESSIONAL EXPERIENCE

Include USAJOBS.gov required information for each job.

**Team Manager (Supervisory Aviation Technical Systems Specialist), AJW-1430
Beacon & Terminal Surveillance Systems** April 2020 to Present
Federal Aviation Administration Series: 2186 Pay Plan: FV Grade: K
111 Rolling Way, City, State Zip Annual Salary: \$XXX,XXX
Manager: Tom Jones, 222-333-4444 Hours per week: 40

- Emphasize experience and competencies most relevant to the job.
- Include keywords to match job announcement.
- Address specialized experience requirements.
- Showcase leadership and managerial experience.
- Use strong action words.
- Focus resume on recent 10 – 15 years experience.

Plan and direct the Operations and Maintenance (O&M) Program of the NAS surveillance systems, which includes restorations, engineering modifications, operational testing of new systems, and technical documentation. Provide strategic and tactical oversight of surveillance systems provided by 600+ facilities. These mission critical systems provide Air Traffic Control with aircraft position and terminal weather.

- Lead a workforce of four K-band supervisors, 65 federal employees, and 60 support contractors. The group's workforce includes specialists in engineering, computer science, process development, finance, and budget.
- Oversee \$7.5M/yr. average budget managed by AJW-143.
- Serve as co-chair of the Surveillance Leadership Team (SLT), a strategic collaboration between all service units to support the Air Traffic Organization's (ATO) surveillance needs.
- Collaborate with US government agencies, foreign government agencies, and private industry on Wind Turbine Radar Interference Mitigation (WTRIM).
- Co-lead adjudication of all NAS Change Proposals (NCPs) to surveillance services. Approve, update, or deny NCPs based on their alignment with NAS risks and strategy for surveillance.

- Include 2 – 5 accomplishment bullets after each position.
- Add contributions that had impact or results.
- Link resume accomplishments to MSF/KSA examples.
- Quantify your accomplishments with numbers.

Accomplishments:

- Led a group of ATC subject matter experts through a yearlong effort to develop a solution to reduce the impact of construction-related false alerts. Within two years, provided all ASDE-X facilities with the ability to mitigate construction-related false alerts locally and eliminated a process that was not working.
- Established the “Surveillance Assets Joint Decision Making” process, which allowed corporate decisions to be applied to the use of all assets regardless of physical possession. This resulted an AJM-41 asset being quickly deployed to restore service lost when a hurricane destroyed the ATCBI-6M in Freeport, Bahamas.
- Successfully transitioned the mission and business practices of the AJW-143 sub-teams to focus on the risks and needs of the FAA’s overall surveillance service instead of the traditional practice of fighting for the individual systems for which they are assigned.

EDUCATION and TRAINING

- Add degrees or credits.
- Include month and year completed.
- Add university/ college name, city and state.
- Include only relevant training.

Master of Science, Electrical Engineering, May 2001
Oklahoma State University, Stillwater, OK

Bachelor of Science, Electrical Engineer, September 1997
Oklahoma State University, Stillwater, OK

Project Management Professional, (PMP), 2010

ADDITIONAL INFORMATION

Include Professional Affiliations, Professional Publications, and Language Skills.

Professional Affiliations: FAA Managers Association, (FAAMA), Treasurer
Professional Publications: “Title of Article” Aviation Safety Magazine, 2017
Language Skills: Fluent in Spanish and Sign Language

REFERENCES

Optional: Include references: name, email and phone #.

James Long, Director, 555-555-5555, jameslongsample@gmail.com
Mary Phillips, Deputy Director, 444-555-6666, mphillipssample@gmail.com
Andrew Long, Group Manager, 888-333-2222, drewlongsample@gmail.com

Additional Resume Tips

- Choose a professional resume format.
- Keep resume concise and impactful – no more than 5 or 6 pages.
- Spell out acronyms the first time used.
- Thoroughly proofread and edit your resume.