

Sample Résumé

address
phone number
email address

EMPLOYEE RELATIONS, TRAINING, and MANAGEMENT PROFESSIONAL

Over 12 years of solid experience in training, program management, process improvement, inspections, team-building, policy/procedural development, manpower distribution, administration, and employee development/relations.

- **Achieved prestigious position as Command Master Chief—less than 1% of peers make it to this level.**
- **Consistently lauded by Commanding Officers as the “best Command Master Chief ever seen.”**
- **Saved the Navy thousands of man-hours and millions of dollars by eliminating the need for two separate, nation-wide recruiting programs/commands.**

EXPERIENCE: United States Navy

Command Master Chief (CMC)

2005 - 2007

Fighter Squadron Eight Seven, Naval Air Station Oceana, Virginia Beach, VA

Advised the Commanding Officer on all matters pertaining to welfare, morale, health, job satisfaction, discipline, utilization, and training of 250 enlisted personnel. Liaison between senior-level leadership and enlisted Sailors. Chaired various boards such as performance reviews, professional development and qualifications boards, awards panels, and tracked the career progression of each enlisted service member. Ensured good order and discipline. Enforced polices. Mentored 18 Senior Noncommissioned Officers (senior enlisted leaders).

- Spearheaded a web-based electronic media training program allowing Sailors to access training modules—increased career advancement rate by over 60%.
- Developed the “Command Mentorship Program” which boosted retention rate to an unprecedented 87%-highest in recent command history.
- **Lauded as the “best CMC that I have ever seen in my career” by two Commanding Officers.**

Command Master Chief

2001 – 2005

Navy Recruiting District Philadelphia, Philadelphia, PA

Advocated for 250 Sailors dispersed amongst five states in 45 recruiting stations. Visited, inspected, and hosted production/goals meetings with each of the 45 stations at least once a month. Headed the Mentorship Program effectively pairing every Sailor with one of 44 Chiefs. Oversaw Career Development boards, Equal Opportunity Program, and Command Training Team. Personally conducted Recruiter Development boards. Tracked maintenance on 120 vehicles.

- Leadership of the Command Training Team directly resulted in the **first ever grade of “Outstanding”** awarded by the Navy Recruiting Command’s National Training Team—zero discrepancies noted, highest score possible achieved.
- Merged active duty and reserve recruiting programs—consolidated training, facilities, and finances. Overcame significant financial and administrative hurdles—**saved the Navy thousands of man-hours and millions of dollars by eliminating the need for two separate programs/commands.**
- Revamped work environment surveying process by establishing Command Assessment Action Teams to not only identify and address recruiter quality of life issues, but to create program ownership/buy-in amongst subordinates.
- **Noted by Commanding Officer as, “the absolute best Command Master Chief I’ve seen in my 21 years of naval service.”**

Command Master Chief

1999 – 2001

USS Cowpens / USS Mobile Bay, Yokosuka, Japan

Assisted the Commanding Officer on issues related to enlisted policy and training. Led 300 enlisted Sailors and a team of 26 Senior Noncommissioned Officers while forward deployed overseas. Moved berthing and messing facilities off-ship during intrusive shipboard repairs. Led the tedious process of “swapping” crews and homeports between the Cowpens and the Mobile Bay.

- Meticulously balanced manpower requirements and executed logistics involved in transferring over 600 sailors and their families from San Diego to Japan (and vice versa), all within financial constraints.
- Handpicked as a member of the Command Naval Forces Japan Quality of Life (QOL) Process Action Team to initiate specific QOL improvements for all service members in the region.
- Commanding Officer said, “Master Chief Falconer is the most dynamic, versatile and hardworking Command Master Chief that I have known.”

EARLY EXPERIENCE

Naval Education Training Center Examination Writer

Senior enlisted advisor for the technical rating examination branch. Researched and developed rating examinations and training manuals. Also served as the Command Legal Officer.

Torpedoman’s Mate

Assembled and tested torpedoes. Performed electrical, mechanical, and hydraulic maintenance.

EDUCATION and TRAINING

Bachelor of Science in Business Administration, 3.7 GPA, Touro University International, Cypress, CA, 2005

Communication Skills, Leadership and Management Techniques Course, 2006

Senior Enlisted Academy, Newport, RI, 1999

Military Recruiting Sales Training

Multiple technical and data processing training courses

AWARDS

Over 25 military medals and decorations including three Meritorious Service Medals, three Navy Commendation Medals, and five Navy Achievement Medals.