

HARPER LEWIS Operations Sergeant Major II

- (123) 456 7899
- Los Angeles
- www.qwikresume.com



Operational Coordination

Policy Development

Cultural Competence

Time Optimization

Quality Control

Inventory Management

INTERESTS

Gaming

🖴 Fashion

🗸 Art

Writing

STRENGTHS

🗞 Tenacity





ngenuity

LANGUAGES







English

Arabic

Japanese

PROFESSIONAL SUMMARY

Results-driven military operations leader with 2 years as an Operations Sergeant Major II, specializing in optimizing team performance and resource management. Adept at implementing training programs and strategic initiatives that enhance operational readiness. Committed to fostering teamwork and achieving mission objectives in dynamic environments.

WORK EXPERIENCE

Operations Sergeant Major II

Apr/2024-Ongoing

Quantum Solutions LLC

♣ Phoenix. AZ

- 1. Improved staff processes and tools, boosting the quality of operational outputs.
- 2. Managed daily organizational operations, ensuring high efficiency and task completion.
- 3. Prepared and assigned staff work schedules, optimizing personnel deployment.
- 4. Analyzed data to evaluate solutions and address operational challenges.
- 5. Guided subordinates with performance standards and regular feedback.
- 6. Provided tactical training for diverse personnel, enhancing operational readiness for missions.
- 7. Organized and executed training events, achieving successful course outcomes.

Operations Sergeant Major II

Cactus Creek Solutions

■ Phoenix. AZ

- 1. Served as Brigade Operations NCO for 1,100 personnel, overseeing operational effectiveness.
- 2. Managed the Operations section, ensuring alignment with strategic objectives.
- 3. Coordinated with Command Sergeants Major on training and qualification standards.
- 4. Supervised a team of ten Operations personnel, fostering professional development.
- 5. Assisted staff with performance plans, focusing on Soldier readiness and career advancement.
- 6. Maintained a comprehensive Soldier matrix for promotions and evaluations.

ACHIEVEMENTS

Successfully led training exercises, enhancing unit readiness and operational efficiency by 30%.

Developed and implemented a performance evaluation system that improved personnel assessments and career progression.

EDUCATION

Bachelor of Science in Management

m Apr/2022-Apr/2023

University of Phoenix

耳 Portland, OR

Focused on leadership and operational excellence in military contexts.