N A M E
Address, Phone, Etc.

Education

Oklahoma State University	Graduation: May 2013
Master of Science in Business Administration	**GPA: 4.0**

- Phi Kappa Phi Honor Society

Embry Riddle Aeronautical University	Graduation: October 2010
Bachelor of Science in Professional Aeronautics	**GPA: 4.0**

- Alpha Sigma Lambda Honor Society

Army Aviation Center of Excellence	Graduation: August 2007
FAA Commercial Rotary Wing Certificate and Army Advanced Aircraft Qualification	

- Distinguished Graduate Class 07-24

Finance and Accounting Experience

Defense Travel System Representative   April 2008 - Present
United States Army, Fort Drum, NY

- Calculate and file travel vouchers for a company of over 80 service members
- Verify accuracy of vouchers and ensure service members are aware of their entitlements
- Analyze supporting documentation for vouchers and evaluate for compliance with Department of Defense Financial Management Regulation

Additional Experience

Aircraft Commander and Flight Lead   May 2006 – Present
United States Army, Fort Drum, NY

- Manage physical assets valued at $32 million in order to plan and execute a variety of missions
- Lead four aircrew members safely to accomplish tasks in high stress environments
- Support special operations forces targeting individuals of national security importance
- Assess risk and mitigate risk in a dynamic environment while limited by imperfect information, decide a course of action and commit to its resolution
- Plan and coordinate complex multi-aircraft operations
- Brief all mission aircrew and senior leadership on mission execution
- Entrusted with lives of up to 300 soldiers during combat missions
- Built leadership skills as a commissioned officer who lead and mentored junior soldiers through challenging year-long combat tours in Afghanistan and Iraq

Security Forces Journeyman   November 2001- May 2006
United States Air Force, Holloman AFB, NM and Spangdahlem AFB, Germany

- Held a Top Secret security clearance, helped manage over 600 security clearances for a F-117 Stealth Fighter Squadron
- Served as a tactical team member on a hostage and crisis response team

Skills and Projects

- Fluent in spoken German
- Developed and programmed an upstream energy business simulation in VB.Net for graduate credit as part of an independent study in energy finance (LINK)
- Acted as CFO in a group business simulation, analyzed data using regression techniques, presented results to aid in team decisions resulting in an "A" grade for the project
- Capable of performing complex data analysis using Statistical Analysis Software (SAS), certified Advanced Programmer for SAS 9 by SAS Global Certification
- Proficient with the most advanced Excel techniques, such as writing customized macros and functions using Visual Basic for Applications