

GEORGE MORRIS

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OPERATIONS ADMINISTRATOR

Disciplined and motivated Administration Professional has more than 18 years of experience in the US Air Force specifically in Resources Management, Program Development, Monitoring and Control, and Quality Assurance. Excellent communication and easygoing interpersonal skills make the candidate effective with clients, providers, officers and staff in various departments across job levels. Determined professional secured an \$11.6 million military construction contract and directed \$17.4 million flying training services contract rebid, along with other notable military performance feats. Performs and manages multiple tasks, both simple and challenging, effectively with little supervision. Accomplished leader demonstrates a verifiable record of achievements; eager to leverage key abilities in team training and building, program planning and execution, technical equipment maintenance, support and management, process development, communications, leadership and problem solving.

- ✦ Team Management & Development
- ✦ Scheduling/ Workflow Administration
- ✦ Excellent Customer Service Skills
- ✦ Budgeting/ Profitability Optimization
- ✦ Process Evaluation & Improvement
- ✦ Innovative Problem Solving Skills

PROFESSIONAL EXPERIENCE

US Air Force

Jun 1995 – Present

Progressive Roles & Duties, *Various Locations*

Chief (Oct 2011 – Present)

- ✦ Oversaw use of human and inventory resources of two weapon systems representing 15 organizations with over 2600 personnel, and programming budget of \$15 million budget.
- ✦ Performed lead duties over Ground Theater Air Control Systems Branch, in the Air National Guard Readiness Center.
- ✦ Directed personnel and manages operations; selected and employed surveillance, combat, reporting and data link management systems.
- ✦ Evaluated operational readiness of communications, sensors, and related support equipment; managed operations personnel.
- ✦ Analyzed defense guidance and objectives to create operational policies; implemented policy through development plans and procedures.

Chief (Nov 2009 – Oct 2011)

- ✦ Designated as Chief of Standardization and Evaluation and CONR Air Defense Coordinator; advanced and replaced non-functional methodologies.
- ✦ Developed technical instructions and procedures; utilized tactics, techniques, and procedures, integrating trends and completing corrective actions.
- ✦ Managed the squadron's program for all assigned personnel; provided commander data to validate mission readiness and effectiveness of intelligence.
- ✦ Documented individual member qualifications and capabilities specific to duty position; furnished reports to appropriate departments and officers.

Assistant Director (Apr 2008 – Nov 2009)

- ✦ Designated over Tyndall Air Force Base Operations and responsibility as Instructor Air Battle Manager.
- ✦ Ensured that policies and operation requirements were complied; established healthy relationship with team and senior officers.
- ✦ Possessed abreast knowledge in air traffic controllers, de-confliction and flight safety; managed air to air or air to ground operations.
- ✦ Imparted best practices to all combat aircraft systems and tactics; provided adequate support to advance efficiency of operation.

E-3 Operations Officer (Apr 2004 – Apr 2008)

- ✦ Functioned as Assistant Director of Operations and E-3 Mission Crew Commander, Kadena Air Base, Japan from 2006 to 2008;
- ✦ Assumed responsibility as Chief of Current Operations and E-3 Mission Crew Commander at Kadena Air Base, Japan from 2005 to 2006.
- ✦ Performed duties as Deputy Chief Standardization and Evaluation and E-3 Evaluator Senior Director at Tinker Air Force Base from 2004 to 2005.
- ✦ Supervised operations and functions of 3 different units leading over 400 personnel; completed training activities across 16 technical specialties.

OTHER WORK EXPERIENCE

US Air Force Chief of Readiness/ E-3 Instructor Senior Director, <i>Tinker Air Force Base, OK</i>	May 2003 – Apr 2004
US Air Force Flight Commander/ E-3 Senior Director, <i>Kadena Air Base, Japan</i>	May 2001 – May 2003
US Air Force E-3 Senior Director, <i>Tinker Air Force Base, OK</i>	Sept 2000 – May 2001
US Air Force E-3 Air Weapons Officer, <i>Tinker Air Force Base, OK</i>	Nov 1997 – Sept 2000
US Air Force Air Battle Manager Student, <i>Tyndall Air Force Base, FL</i>	Feb 1997 – Nov 1997
US Air Force Manpower Management Officer, <i>Shaw Air Force Base, SC</i>	Jun 1995 – Feb 1997

EDUCATION & TECHNICAL SKILLS

University of Maryland University College, 2007

Master of Science in Management

University of Kansas, 1995

Bachelor of Arts in Liberal Arts and Sciences

Microsoft Office Suite (Word, Excel, PowerPoint)

Professional Certifications & Licenses: Air Education Training Command and Air Combat Command Certified Instructor ✦ Current Top Secret/Sensitive Compartmented Information and Special Access Program Security Clearance Air Force Functional Area Manager Certification, 2011 ✦ Exercise Bright Star Star Performer

Training: DoD's Planning, Programming, Budgeting, and Execution Process, 2013, Crystal, VA Air Command and Staff College, 2007, Non-Resident ✦ Joint Air Operations Planning Course, 2006, Maxwell Air Force Base, AL ✦ Squadron Officer School, 2002, Maxwell Air Force Base, AL ✦ Joint Tactical Information Distribution System 101, 2000, Tinker Air Force Base, OK ✦ US Marine Corps Weapons and Tactics Instructor Course ✦ Air Force Functional Area Manager ✦ Basic Air Battle Manager Course ✦ E-3 Air Weapons Officer Positional Training Course ✦ E-3 Senior Director Positional Training Course ✦ USMC Weapons and Tactics Instructor Course ✦ USAF Battle Manager Instructor Training ✦ E-3 Mission Crew Commander Positional Training Course ✦ Contingency Wartime Planning Course, 1996, Maxwell Air Force Base, AL ✦ Manpower Management Course, 1995, Keesler Air Force Base

Awards: 325th Air Control Squadron, 2008, Field Grade Officer of the Year ✦ Air Battle Manager Training, Distinguished Graduate ✦ E-3 Mission Crew Commander Course, Distinguished Graduate ✦ Defense Meritorius Service Medal with Citation ✦ 5th Air Force and 18th Wing, 2002, Senior Director of the Year

References Gladly Provided Upon Request