

## **RANDALL J. ODAY**

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### **PROFILE**

Proven leader with over 13 years of experience in personnel management and training development, scheduling and budget administration. Possess background in contract administration and monitoring, development of cost-saving programs and project management. Thrive in high-pressure, deadline-driven environments. Ideal position will capitalize on these abilities and offer opportunities for advancement.

### **ACHIEVEMENTS**

- ◆ Developed, managed and monitored a \$50 million outside-contractor training program.
- ◆ Spearheaded the implementation of a project to replace aging equipment with high fidelity training devices, resulting in a savings of \$8 million per year and improved productivity.
- ◆ Successfully promoted 85% of individuals under direct supervision.

### **PERSONNEL MANAGEMENT**

- ◆ Supervised 3 teams, with a total of 90 direct reports from 15 different specialties.
- ◆ Scheduled personnel for training sessions and temporary duty assignments to various disciplines in the states and overseas locations.
- ◆ Supervised and scheduled 4 teams, a total of 125 direct reports, while operating from a foreign location with minimal support infrastructure.
- ◆ Counseled individuals on career progression, providing guidance and developing specific programs to meet personal goals.
- ◆ Developed detailed Excel spreadsheet to track personnel evaluations and meritorious performance—achieved timeliness goals well ahead of other teams.
- ◆ Ensured all personnel were qualified and trained to meet demanding worldwide taskings, set the benchmark for readiness among peer teams.
- ◆ Developed a comprehensive orientation program to familiarize spouses with the mission and position requirements.

### **TRAINING DEVELOPMENT**

- ◆ Directed training programs for over 300 personnel, ensuring adherence to specific training requirements and job qualifications.
- ◆ Coordinated with outside contractors to redesign training programs after research uncovered training deficiencies resulting from budget reductions.
- ◆ Implemented a leading edge monthly training agenda, which covered training programs, safety issues and encouraged open group participation, resulting in increased morale and 100% compliance with governmental regulations.
- ◆ Conceptualized, developed, and implemented an innovative program to train personnel in new requirements directed by upper management.
- ◆ Instructed classes in a variety of disciplines, developing materials and PowerPoint presentations to encompass all aspects of learning styles.
- ◆ Standardized training records for over 30 personnel ensuring correct documentation and adherence to exacting requirements.

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## **EXPERIENCE**

**Northwest Airlines**, Minneapolis, Minnesota 1999 – 2003  
First Officer – DC-9 / Flight Engineer – DC-10

**United States Air Force**, Tinker AFB, Oklahoma / Loring AFB, Maine / Mather AFB, California 1987 - 1999  
Director of Flight Crew Training  
Flight Commander  
Flight Safety Officer  
Aircraft Commander / Instructor Pilot – E-3 / B-52  
Copilot – B-52

## **EDUCATION**

**Masters of Business Administration in Finance**, Oklahoma City University  
Oklahoma City, Oklahoma 1995  
**Bachelor of Science in Astronautical Engineering**, US Air Force Academy  
Colorado Springs, Colorado 1985

## **COMPUTER SKILLS**

- ◆ Familiar with the following software programs: Microsoft Word, Excel and PowerPoint

## **REFERENCES**

Available Upon Request