

MICHAEL SMITH

Address: Torrance, California 11111

Phone: 123.456.7890 Email: resumewriter@email.com

ELECTRONICS TECHNICIAN

Department of the Navy – United States Fleet Forces Command

Pay Scale and Grade: GS 12

Citizenship: US Citizen

QUALIFICATIONS PROFILE

Accomplished and innovative professional, offering years of experience in electronic systems management and maintenance in the United States Navy. Adept at implementing advanced technical methods and emerging developments in enhancing equipment readiness and ensuring seamless integration of systems. Skilled at maintaining and managing technical documentation and comments, as well as executing best practices to maintain peak system performance. Equipped with solid leadership capabilities in training and developing junior personnel toward driving mission-critical initiatives that foster operational excellence.

PROFESSIONAL EXPERIENCE

Electronic Systems Maintenance & Troubleshooting | Technical Documentation | Systems Integration
Performance Optimization | Preventive & Corrective Maintenance | Casualty Control Procedures
Damage Control | Training, Mentorship & Leadership Development | Inspection Readiness
Quality Assurance & Safety Oversight

PROFESSIONAL EXPERIENCE

UNITED STATES NAVY | 000 Main Street, City, State 00000

Leading Chief Petty Officer (E7) – AEGIS Destroyer Class Ships

01/2020–05/2024

Hours per Week: 40

Annual Salary/Pay Grade: E-7

- Coordinated and managed scheduling for 28 guided tours and 30 morale-boosting events during an extensive 10-month deployment, including oversight of an 18-sailor team
- Maintained clear and timely communication within the mess while serving as Chief Petty Officer (CPO) mess secretary
- Oversaw the restoration and ensured system integrity of SPY-1D(V) radar array windows following hailstorm damage that triggered a CAT II casualty report (CASREP)
- Effectively supervised a 120-day maintenance period and ensured all operations were completed safely and USS Truxtun met its scheduled deployment without delays

Key Accomplishments

- ✓ Contributed to 19 ESWS boards, leading to 62 sailors earning their ESWS qualifications
- ✓ Managed a division of 24 sailors through a demanding Board of Inspection and Survey (INSURV) inspection that secured a 98% overall rating for air warfare readiness
- ✓ Facilitated monthly career development boards within the CF division, resulting in nine personnel advancements, seven individual awards, and six re-enlistments
- ✓ Oversaw and guided nine sailors in enrolling and successfully obtaining USMAPS certifications
- ✓ Played a key role in ensuring USS Truxtun's full tactical air warfare readiness throughout a rigorous 10-month deployment that contributed to the ship's return to the SPY Honor Roll after a five-year break
- ✓ Directed the meticulous offload of 96 missiles while serving as quality assurance safety officer that led to a flawless execution with zero incidents

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Chief Petty Officer (E7) – AEGIS Destroyer Class Ships

01/2012–11/2024

Hours per Week: 40

Annual Salary/Pay Grade: E-7

- Assisted in diagnosing and resolving two complex fire control system malfunctions and three 400 hertz power conversion system (MK 84) failures
- Served as a team leader for the port watch section and earned selection as a food service attendant of the month while fulfilling temporary additional duty to the S-2 Division
- Guided three junior sailors through 80 hours of troubleshooting of the MK 99 fire control system and MK 84 systems that resulted in full system operability
- Worked within the Combat Systems Training Team to instruct junior sailors on casualty control procedures and coordinated 10 drills during Advanced Warfare Training 2.3, Advanced Warfare Training 2.4, and fleet synthetic training underway
- Administered all technical documents related to combat systems, equipment maintenance, and repairs as a technical publication librarian

Key Accomplishments

- ✓ Responded to and extinguished two class "C" fires in the 400 hertz switchboards and addressed 11 casualties in the MK 99 fire-control system, thus ensuring full operational readiness and 360-degree fire control system coverage during a nine-month deployment as Carrier Strike Group-10 and Carrier Strike Group-1 air defense commander
- ✓ Mentored two junior sailors in their professional growth and qualification processes for their systems and combat watch stations
- ✓ Invested 80 off-duty hours in troubleshooting and training four new sailors, leading to the resolution of 10 major faults and 2 mission-critical systems

Earlier Positions Held:

Petty Officer (E6) – AEGIS Destroyer Class Ships

06/2007–12/2011

Hours per Week: 40

Annual Salary/Pay Grade: E-6

EDUCATION

Bachelor of Science in Business Management, 05/2008

University of Maryland College | Adelphi, MD 20783

PROFESSIONAL DEVELOPMENT

Spectrum XXI, 2018, National Telecommunications and Information Administration

Safety and Risk Management Certification, Naval Safety Center

Navy Leadership and Ethics Course (NLEC), Senior Enlisted Academy (SEA) | A-School: Initial Technical Training (Fire Control Systems, Electronics, and Weapons Systems), United States Navy

PROFESSIONAL AFFILIATIONS

Navy League of the United States | Association of the United States Navy

AWARDS AND HONORS

3 Navy Achievement Medal | 4 Good Conduct Medal

5 Sea Service Deployment Ribbon | National Defense Service Medal