

VICTOR VETERAN (FUNCTIONAL)

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Forward-leaning and results-oriented Air Force veteran with expertise in public relations, community engagement, and project management. Collaborative colleague known for completing projects from conception to successful launch in fast-paced environments and managing sensitive internal/external communications.

EDUCATION

MA in Communication, Johns Hopkins University, Washington, DC
BA in Political Science, Southwestern University, Georgetown, TX

Expected December 20__
May 20__

RELEVANT COURSEWORK

Public Relations Writing
Crisis Communications
Digital Communications

Political Psychology
Mass Media & American Politics
Legislative Politics

SKILLS

Social Media/Communication

- Implemented integrated social media and communications strategies targeting constituencies with broad, diverse engagement needs (Webster Campaign)
- Established and assisted with campaign's lead endorsement strategy; garnered 50+ endorsements from individuals/associations (Webster Campaign)
- Developed and managed social media brand and communications (Facebook and Twitter) (SU Veterans Association)
- Handled graphic design of publication materials, flyers, and other items distributed to campus population (SU Veterans Association)
- Drafted briefing and committee documents for Representative, Chief of Staff, and committee members (Texas Legislature)
- Authored protocol recommendations and crafted operations best practices and senior official briefs/presentations to incidents involving staff and guests; served as communication contact for senior leadership (USAF)
- Coordinated communications and logistics with multiple state and federal agencies during actual disaster responses as well as exercise scenarios (Team Rubicon)
- Managed and established internal communications for volunteers state-wide (Team Rubicon)

Community Relations

- Assisted with recruitment and community engagement for recruitment of volunteers from the community (Team Rubicon)
- Supported local outreach events/programs by Community Affairs Unit and Blue Santa Organization through logistical coordination (RRPD)
- Served as point of contact for committees, cross-sector agencies, faith-based organizations, human services nonprofits and constituents (Texas Legislature)
- Designed and implemented events for student engagement and community outreach (SU Veterans Association)
- Served as senior manager on outreach strategies to staff, volunteers, and interns and daily operations (Webster Campaign)
- Developed engagement reports and briefs for the candidate and senior staff (Webster Campaign)
- Leveraged voter data by county to plan, test, execute, measure and refine Get Out the Vote program, resulting in 560,000+ combined votes during 2016 Primary and May 2016 Primary Runoff (Webster Campaign)

Project Management

- Managed operational logistics in support of 185 sworn officers and civilian employees for the police department (RRPD)
- Created, updated and implemented practices and policies to streamline logistical processes within the department (RRPD)
- Oversaw, inventoried, and tracked all operational assets, equipment, and vehicles through database management and policies (RRPD)
- Executed and managed \$500,000+ of department resources for purchasing and procurement in accordance with strict local/state guidelines and laws (RRPD)
- Maintained operational efficiency of state office, schedule requests, committee and legislative materials presentation (Texas Legislature)
- Coordinated, developed, and executed multifaceted statewide campaign for Texas Court of Criminal Appeals – Place 5, including grassroots donor initiatives, and managed tactical day-to-day campaign activities (Webster Campaign)
- Created and maintained \$150,000 annual operations budgets supporting unit readiness and emergency preparedness (USAF)
- Developed/implemented first base-wide disaster response and crisis management programs and publications; prepared and directed operating procedures (USAF)
- Coordinated staff security for high-profile visitors, including U.S. President and first family, Secretary of Defense and Air Force Chief of Staff, as assistant base support point-of-contact (USAF)
- Ensured 100% accountability of asset inventory for law enforcement operations; planned, organized and executed logistical programs to track availability and allocation of various weapon systems; directed base automotive pool of 20 vehicles, including supervision of staff workflow for multiple inspection programs, damage assessment, and repair (USAF)

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EXPERIENCE

Logistics Officer, Round Rock Police Department, Round Rock, TX, 20__-Present
Legislative/Committee Aide, Texas State Representative Richard Peña Raymond, Austin, TX, 20__-20__
President, Veterans Association, Southwestern University, 20__-20__
Campaign Manager, Brent Webster for Judge, Austin, TX, 20__
Director of Marketing, Veterans Association, Southwestern University, 20__-20__
Noncommissioned Officer in Charge, Security Forces Resources, United States Air Force, Honolulu, HI, 20__-20__
Resource Coordinator/Response Member, Team Rubicon, HI, 20__-20__
Base Defense Operations Center Controller, United States Air Force, Honolulu, HI, 20__-20__

TECHNOLOGY

Microsoft Office Suite, Adobe Photoshop, Premiere Pro, InDesign, SharePoint, Hootsuite

HONORS

Air Force Commendation Medal, United States Air Force
Airman of the Year, Detachment 2 and 18th Force Support Squadron, United States Air Force, 20__, 20__