

RICHARD A. LEVINSON

6234 Preston Avenue
Fort Worth, Texas 76002
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CAREER TARGET: MANAGEMENT

Offering an Excellent Track Record of Key Contributions, Results, and Successes

Over 12 Years of Experience in Management and Supervisory Positions within National and Global Locations, Earning Multiple Awards for Leadership and Performance

Expertise in Training, Mentoring, Motivating, and Leading Cross-Functional Teams to Meet and Exceed Operational Goals; Strong Program Development and Implementation Background

Earned Master's Degree, BS Degree, and Lean Six Sigma Green Belt Certification

Highly qualified, resourceful management professional with year-over-year success in improving team capabilities, meeting international deployment objectives, developing and executing strategic plans, and raising funds for key programs. Strong communicator, advocate, counselor, and relationship developer.

Key Value-Offered Qualifications

Critical Mission/Program Management ■ Operational Efficiency Improvement ■ Training Program Design
Staff Development & Empowerment ■ Community Relationship Building ■ Personnel Mentoring/Coaching
Budget Planning & Administration ■ Organizational Mission Fulfillment ■ Inter-Organizational Teamwork

PROFESSIONAL EXPERIENCE

UNITED STATES NAVY, Fort Worth, Texas

DEPARTMENT HEAD, 2005-PRESENT

Supervise team of 42, including employees and volunteers. Manage \$85,000 operating budget, \$145,000 in funding, and \$65,000 in annual foundation gifts. Ensure fulfillment of team member's training and personal development goals, conducting over 65 services and 225 counseling cases. Provided training for over 750 team members, creating training materials and publishing paper that addressed "hot button" issues. Serve as liaison to Fort Worth Air Power Foundation, planning and executing fundraising events for in-need military members. Planning member for various special events.

Selected Achievements & Contributions:

Expanded relief services to members 300% through interaction with Fort Worth Air Power Foundation, raising over \$400,000 in relief support.

- Created proposal for Stress Control Program currently before HQ for use as template and as expansion of program to create Public Service Announcements using former NFL veterans (both Roger Staubach and Chad Hennings have agreed to participate in the program).
- Facilitated additional personnel for 6 months and \$50,000 in financial assistance by writing proposal to HQ for additional support during Hurricane Katrina and Rita Relief Operations, with assistance provided to over 7,000 military and family evacuees.
- Expand exposure of organization within the community through interactions and relationships with the Medal of Honor Society, Colonial Golf Classic of Fort Worth and University of North Texas.

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UNITED STATES MARINE CORPS, San Diego, California

DEPARTMENT SUPERVISOR, 2001-2005

Managed team of 21 and \$350,000 annual budget. Supervised and executed all training requirements in preparation for training and operational assignments worldwide, including Operation Unified Assistance in Sri Lanka, Indonesia and Thailand. Assigned teams for training and operational programs, with 35 average initiatives annually. Established and procured all team requirements as member of planning group. Served as Project Officer for the development and implementation of fitness program used for ethics training.

Selected Achievements & Contributions:

Established role as central office for training and operational deployments; implemented 1st operations-wide Ethics Training Program and lead role of Critical Incident Stress Management Counselor.

- For Operation Iraqi Freedom, coordinated delivery for 1000+ tons of relief supplies to Basra, Iraq through Kuwaiti Humanitarian Operational Center, Bishop of Kuwait and British Armed Forces. Provided for psychological and spiritual welfare of logistics, maintenance, and convoy personnel.
- For Operation Unified Assistance, established humanitarian requirements in tsunami-affected region of Thailand. Provided aggressive support to all recovery teams, fostered relationships with other international relief organizations, and coordinated support initiatives region-wide.

SUPERVISOR, 1998-2001

Directly supervised cross-functional team of 28, managed \$145,000 operating budget, and provided support/counseling to military and civilian personnel, including assistance in mission-critical incidents.

Selected Achievements & Contributions:

Earned Commendation Medal for performance of duties as Division Leader. Recognized for providing assistance to training school during period of elevated critical incidents.

- Demonstrated effectiveness of Regional Command and Control System in providing degree of flexibility for relocation of assets.
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EDUCATION & CREDENTIALS

Master's Degree

UNIVERSITY OF CALIFORNIA, San Diego

Bachelor of Science in Health Administration

MICHIGAN STATE UNIVERSITY, East Lansing

Doctoral Candidate, Dissertation Level

UNIVERSITY OF CALIFORNIA, San Diego

Certifications

Lean Six Sigma Green Belt Certified; Advanced Critical Incident Stress Management; Instructor Certified in Myers-Briggs Type Indicator (MBTI)

Awards

- Joint Commendation Medal- for coordination of relief efforts in Tsunami regions of Thailand, 2005
- Commendation Medal- for successful coordination and delivery of 1,000+ tons of relief to Iraq
- Numerous additional awards- for performance, effort, and dedication across multiple programs

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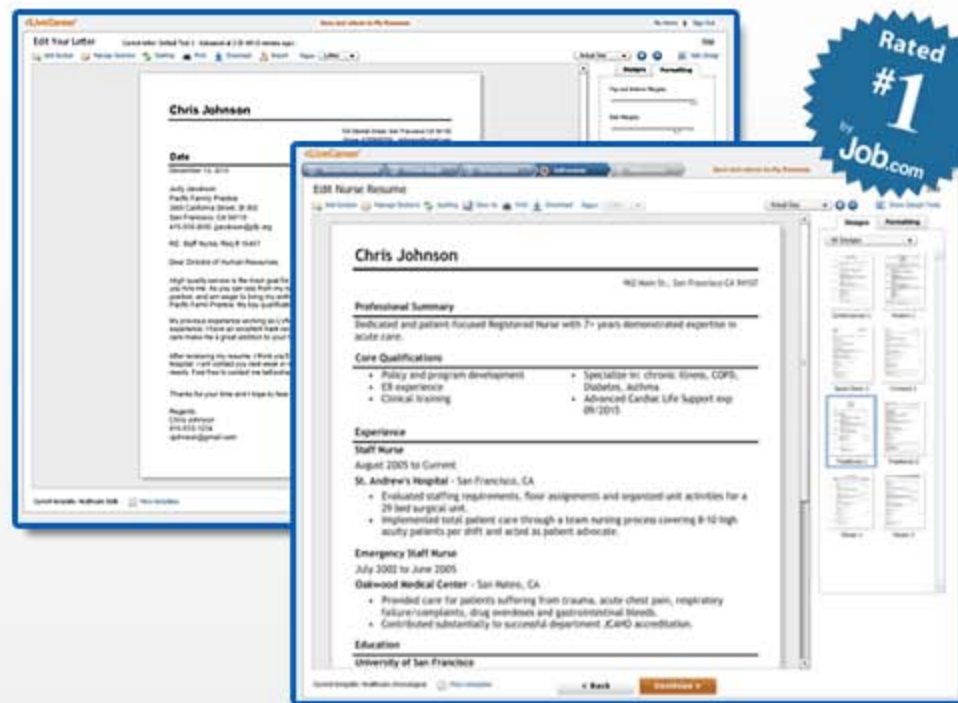
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Customer Reviews

"I was completely unaware of what companies are looking for in a resume. This product helped me word and format my professional resume and the examples were extremely useful. Overall, this is a great product. I would highly recommend these services." - A. Danihels

"This resume tool is so much better than templates - just upload or enter your resume content and you get your choice of designs. It's magical! Anyone can benefit from this tool: from students to executives!" - Belinda Yanda

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