

## COREY N. HOWARD

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### CAREER SUMMARY

Highly organized, results-driven manager with professional qualifications in strategic planning, long/short-term goal setting, materiel management, strategic communications, and personnel team building and leadership. Equally effective in needs evaluation and identification, implementation, and outcome assessment. Successfully blends experience in the private sector with military service. A capable and natural leader with strong entrepreneurial spirit and a special talent for transitioning strategy into action and achievement.

Proven, proactive, strategic thinker whose skills contribute to the efficient, systematic and profitable operation of a deployable company of over 3,000. Excellent interpersonal skills and a sincere passion for blending communications with operations management.

### Areas of Expertise

- Project Planning & Management
  - Human Resources Management
  - Operations Management
  - Logistics Management
  - Materiel Management
  - Staff Development
  - Team Building & Leadership
  - Strategic Communications
  - Needs Assessment & Solutions
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### KEY ACCOMPLISHMENTS

- Spearheaded efforts in redesigning personnel reporting systems which were directly responsible for tracking and reporting all casualties from **Operation Iraqi Freedom** and **Operation Enduring Freedom** to Four Star Commander without incident.
- Acknowledged and commended for 100% accountability of weapons and equipment post-deployment during unit deactivation inspection.
- Successfully executed and oversaw first of its kind daily combat patrols consisting of both male and female soldiers in support of **Operation Iraqi Freedom** with no casualties.
- Managed the distribution of over \$10M in equipment to include vehicles, weapons, and personnel equipment without incident in support of military engagements.
- Orchestrated staffing and training of more than 400 soldiers across twelve divisions within the subordinate command.

### KEY ATTRIBUTES

- Challenges others to develop as leaders while serving as a role model and mentor. Inspires coworkers to attain goals and pursue excellence.
- Identifies opportunities for improvement and makes constructive suggestions for change.
- Remains on the forefront of emerging industry practices.
- Motivates team to work together in the most efficient manner.
- Keeps track of lessons learned and shares those lessons with team members.
- Mitigates team conflict and communication problems.

### MILITARY EXPERIENCE

United States Army Ft. Eustis, VA 2000 – Present  
Commissioned Officer, Captain – 2<sup>nd</sup> Lieutenant  
*Top Secret Clearance (Active)*

### EDUCATION

Norfolk State University Norfolk, VA May 2001  
*Bachelor of Science, Criminal Justice*

### TRAININGS/CERTIFICATIONS

- Chemical Basic Officer Training (2001)
  - Basic Officer Leadership Training (2001)
  - United States Army Parachutist Badge (2000)
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### PROFESSIONAL EXPERIENCE

#### Operations Management

- Optimize, implement and successfully manage production efficiency and quality standards. Manages the day-to-day activities of the operations division to ensure that safety and best practices are maximized.

- Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.
- Identifies resources needed and assigns individual responsibilities.
- Reviews deliverables prepared by team before passing to senior leadership.
- Effectively applies US Army methodology and enforces project standards.
- Prepares for engagement reviews and quality assurance procedures.
- Minimizes exposure and risk on project.
- Ensures project documents are complete, current, and stored appropriately.
- Tracks and reports team hours and expenses on a monthly basis to senior leadership. Manages project budget of resources under my purview.

#### Human Resource Management

- Determines optimal staffing model for the company division. Manages the ongoing staffing and training of personnel.
- Develops and oversees the implementation and administration of company division policies, systems, and procedures.
- Conducts effective performance evaluations and mentors those with less experience through formal channels.
- Seeks and participates in development opportunities above and beyond training required by military.
- Trains company division personnel through both formal and informal training programs.
- Encourages subordinate personnel to take responsibility for their development within the company. Challenges subordinate personnel to progress toward their professional development goals.
- Coordinates training schedule with the staffing and training demands established by senior company leadership.
- Formulates teaching outline and determines instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops.
- Selects and/or develops teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works.
- Conducts training sessions covering specified areas such as on-the-job training, refresher training, etc.
- Tests trainees to measure progress and to evaluate effectiveness of training.
- Report on progress of personnel under guidance during training periods.
- Develops and updates all operations procedure manuals ensuring staff adherence and improvements.
- Manages 30 subordinate personnel to include work allocation, training, problem resolution, etc.
- Evaluates personnel performance and motivates each to achieve peak productivity.

#### Strategic Communications

- Assisted senior leadership in the creation and implementation of a strategic, multi-faceted communications program designed to build and strengthen the company division's role and reputation as a leader and authoritative voice in its field.
- Assisted in the development of a strategic communications plan and public affairs efforts to implement internal and external communications based on the awareness and understanding of company's mission. Tailored messages by target audience.
- Built and fostered collaborative relationships with other departments within the company division to stay informed and abreast of new initiatives.
- Identified opportunities to support organizational initiatives and develop communications materials and programs to promote and publicize these activities.
- Aided in the development, implementation and management of external communications efforts
- Responded to media requests for information and facilitated media interviews with reporters and others.
- Developed and managed a high profile public relations initiative across all media formats while under intense public and media scrutiny and respond appropriately as situations change.
- Creatively and effectively write, edit and design reports, press releases, and other publications covering a wide range of subject matter within particular timetables and deadlines.
- Critically evaluated and disseminated a variety of subject matter from the standpoint of reader interest, appropriateness, organization of content, style and English language usage.
- Coordinated press logistics for missions and interviews.
- Identified public relations opportunities and challenges to assist in managing a positive public image.

#### Logistics Management

- Directed availability and allocation of materials, supplies, and equipment.
- Maintained and developed positive business relationships with key personnel across various military units involved in or directly relevant to logistics activity.
- Stayed informed of logistics technology advances, and applied appropriate technology in order to improve logistics processes.

- Planned, organized, and executed logistics support activities such as maintenance planning, repair analysis, and test equipment recommendations.
- Develop an understanding of customers' needs, and took actions to ensure that such needs were met.
- Participated in the assessment and review of design alternatives and design change proposal impacts.
- Explained proposed solutions to senior leadership and other interested parties through written proposals and oral presentations.
- Reported project plans, progress, and results.
- Developed and implemented technical project management tools such as plans, schedules, and responsibility and compliance matrices.
- Directed team activities, establishing task priorities, scheduling and tracking work assignments, providing guidance, and ensuring the availability of resources.
- Reviewed logistics performance against targets, benchmarks and service agreements.

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**PROFESSIONAL HISTORY**

United States Army	<u>Captain – 2<sup>nd</sup> Lieutenant</u>	2006 – Present
United States Army	<u>Executive Officer &amp; Platoon Leader</u>	2004 – 2006
United States Army	<u>Battalion Staff Officer</u>	2002 – 2004
ADT Security Services, Inc.	<u>Account Executive</u>	[need dates]