



CONTACT

-  (123) 456-7890
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-  LinkedIn | Portfolio
-  City, ST, Zip Code

KEY SKILLS

- Project planning & execution
- Stakeholder & vendor liaison
- Risk assessment & mitigation
- Process documentation & SOP development
- Budget & resource management
- Team leadership & training

EDUCATION

- MASTER OF BUSINESS ADMINISTRATION (MBA) | STATE UNIVERSITY, CITY, ST | MAY 2012

Jamie Wilson

Navy Lieutenant to Project Manager

Motivated former Navy Lieutenant transitioning to civilian project management with eight years of experience leading shipboard and shore-based teams. Proficient in stakeholder communication, risk mitigation, and cross-functional coordination. PMP-certified.

PROFESSIONAL EXPERIENCE

DIVISION OFFICER | U.S. NAVY, USS ABRAHAM LINCOLN | JULY 2014 - JULY 2022

- Managed 40-member division, overseeing maintenance schedules and readiness for \$500M in naval assets
- Planned and executed 25 deployment-related maintenance projects, meeting 100% on-time completion
- Led cross-departmental working groups, reducing supply-chain bottlenecks by 30%

ASSISTANT OPERATIONS OFFICER | U.S. NAVY, NAVAL STATION NORFOLK | MAY 2012 - JUNE 2014

- Coordinated port-call logistics for 10 ships, liaising with NATO and civilian agencies
- Developed Standard Operating Procedures, increasing process compliance by 40%
- Streamlined inventory reporting, cutting administrative workload by 20 hours/month