

Carol Lee

Military

Nine years of active duty as a U.S. Army Staff Sergeant in signal operations and small-unit leadership. Led teams of 8 to 14 soldiers across two deployments and a multinational training rotation, with a Secret clearance in good standing. Transitioning to civilian operations or IT project roles.

CONTACT INFORMATION



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EDUCATION

A.S., General Studies, Central Texas College, 2022

Advanced Leader Course, Signal, U.S. Army Noncommissioned Officer Academy, 2020

CompTIA Security+ (ce), current

Secret Clearance, in good standing

KEY SKILLS

- Small-unit leadership (8 to 14 personnel)
- Tactical communications (high-frequency, very-high-frequency, and satellite radio systems)
- Property accountability and hand receipts
- Training program design and delivery
- SOP writing

PROFESSIONAL EXPERIENCE

Signal Section Leader (E-6) | U.S. Army, 3rd Infantry Division, Fort Stewart, GA | 2020 – Present

- Led a 12-soldier tactical communications team supporting a 600-person battalion across field exercises in Germany, Poland, and the continental United States.
- Managed accountability for radios, laptops, and satellite terminals valued at roughly \$2.4M with zero losses across three change-of-command inventories.
- Rewrote the section's SOP for command post setup and cut average establishment time from about 90 minutes to under an hour.
- Trained and certified 18 junior soldiers on tactical radio systems; 4 were promoted to Sergeant within the rating period.
- Served as unit Master Resilience Trainer, running monthly sessions for 130+ soldiers.

Communications Sergeant (E-5) | U.S. Army, 25th Infantry Division, Schofield Barracks, HI | 2017 – 2020

- Deployed to Afghanistan as team lead for a 6-person retransmission site providing radio and satellite coverage across the battalion's operating area.
- Kept network uptime above 98% across a 9-month rotation despite generator and terrain challenges.
- Mentored four junior signal soldiers and wrote counseling packets used by the platoon sergeant for promotion boards.
- Recognized with Army Commendation Medal for sustained performance during Operation Freedom's Sentinel.

- Risk assessment and CRM
- MS Office and SharePoint
- Basic network troubleshooting