

## **MIKE EMERGENCY, CEM, MEP**

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VACANCY ANNOUNCEMENT NUMBER: 123456  
POSITION TITLE: Disaster Recovery & Operations Specialist, GS-0301-12/12

SSN: 123-45-7890  
Citizenship: U.S.  
Federal Status: N/A  
Veterans' Preference: 5 Points, VEOA, VRA  
Security Clearance: Secret

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### **PROFESSIONAL SUMMARY**

Accomplished leader in Emergency Response management, developing “best in the business” programs for compliance monitoring and response. Earned coveted Certified Emergency Manager (International Association of Emergency Managers) and FEMA Certified Master Exercise Practitioner. Awarded Bachelor of Science in Organizational Management based on personnel leadership and currently completing Master of Science in Emergency Management. Dynamic leader with excellent technical skills. Train personnel, creating effective programs, using excellent communication and presentation skills. Implement, control and improve emergency training and exercise activities. Stipulate operational requirements for training federal and local personnel. Evaluate damage and perform impact assessments from upsets and other emergencies. Coordinate operations with other agencies, building strong coalitions. Administer funds and demonstrate expertise calculating and managing financial accounts. Write grants to obtain funds for programs.

### **PROFESSIONAL EXPERIENCE (Truncated for Example)**

#### ***Emergency Response Coordinator***

Major Corporation  
PO Box 12345  
Anytown, USA 12345

May 2005 – Present

Hours per week: 55  
Salary: \$74,000+/year

Supervisor: Emergency Response, 888-278-8149, may contact

Manage the Chemical Demilitarization Facility (CDF) Emergency Response program by providing leadership and guidance to maintain safe operations during destruction of the VX stockpile at site. Prepare the Emergency Response plans and procedures for plant employees and contractors. Direct the Emergency Response Drill and Exercise program. Design, develop and maintain all lessons dealing with emergency response. Order and maintain response equipment.

Perform incident investigations, working with audit teams to determine damage and assess impact during upset conditions. Write investigative reports by using effective analysis and evaluation skills to determine causes of incidents, upset conditions and abnormal events that require an emergency response. Establish recovery programs based on findings, including developing clear parameters for plant restarts.

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- Received recognition during the 2006 Inspector General Chemical Surety Inspection (CSI) for creating “*the best in the business*” Emergency Response Program.
  - Developed entire Emergency Response Program for facility including plans, procedures, training and exercises, obtaining approval from several high level agencies, including the Chemical Materials Agency (CMA), the Center for Disease Control (CDC) and the Department of Health and Human Services (DHHS).
  - Ensured safe destruction of over 25% VX stockpile.
  - Led up to 20 person emergency response exercise teams, with over 350 successful Homeland Security Exercise and Evaluation Program (HSEEP) compliant drills.
  - Revised Emergency Response Program, based on changes in requirements and audit findings.
  - Recognized for “outstanding job” training emergency response teams to always think safety first, leading to NO injuries during adverse hot and cold conditions while responding to emergencies.
  - Developed database for program auditors which was sent to headquarters to assist with closing findings.
  - Demonstrated patience and personal integrity, with a cooperative teambuilding approach, ensuring a cohesive Drill and Exercise program.
  - Built coalitions with Emergency Operations Center fire and security resources, safety personnel, medical personnel, ensuring an effective support program.
  - Fostered a network, sharing lessons learned with other Chemical Demilitarization sites on emergency response issues.
  - Lead training, tabletops and walkthroughs for 4 shifts, improving performance, taking initiative to develop and implement corrective and remedial actions when required.
  - Respond effectively to program changes, including major changes in scope and objectives.

***Training Specialist***

Major Corporation  
PO Box 12345  
Anytown, USA 12345

February 2002 – May 2005

Hours per week: 55

Salary: \$74,000+/year

Supervisor: Emergency Response, 888-278-8149, may contact

Led 4 to 10 person teams validating 4-shift operation for eight separate contingencies, providing the leadership, mentoring, motivation and guidance for excellence for the Chemical Demilitarization Facility. Selected as lead Controller/Evaluator for over 300 separate emergency response drills and exercises, ensuring participants followed all rules, regulations and requirements. Provided liaison between the training organization and depot management. Prepared training courses using effective instructional design techniques for employees and contractors.

Performed training need analysis to determine training requirements. Researched regulations, plans and procedures to identify training requirements. Developed effective lesson plans and training materials. Implemented training programs for both construction and operational personnel during entire construction phase for facility. Evaluated training programs for additional improvements. Provided continuing training in Occupational Health and Safety Administration (OSHA) 2, OSHA 3, Hazardous Materials (HAZMAT) and Overview of Emergency Response.

- Spearheaded development of training program from scratch, based on expertise in chemical warfare operations and emergency response requirements.
- ***Trained and qualified over 500 newly hired personnel*** to 29 CFR OSHA 1910.120 Technician-level, NFPA 472 Technician responders.
- Received training evaluations exceeding 4 out of 5 by using Subject Matter Experts to develop, review and approve materials.

- Integrated depot operations with the training team, working effectively with the training staff.
- Generated enthusiasm for success for all staff by establishing and maintaining cooperative and productive relationships with all employees and external customers and clients.
- Demonstrated excellent communication skills in over 12000 hours of presentations to students, clearly communicating information.
- Ensured all programs and tasks complied with applicable safety standards and laws, with safety statistics and monetary impacts from safety related problems well below company and division limits.
- Built strong relationships with medical and safety staff, ensuring availability of Personal Protective Equipment (PPE) and an effective heat stress program for exercises.
- Improved team performance by effectively using formal reviews based on objectives and informal coaching to motivate staff.
- Promoted to Emergency Response Coordinator based on excellent performance.

***Senior Operations NCO, MSG, E-8***

Army National Guard  
1234 Military Road  
Anytown, USA 12345

June 2001 – February 2002

Hours per week: 60

Salary: \$45,000+/year

Supervisor: LTC Lieutenant Colonel, 888-278-8149, may contact

Managed enlisted personnel, resolving all readiness issues for Civil Support Teams (CSTs). Organized and directed the CST main Command Post. Planned all future operations, as a focal point for lessons learned during CST training and deployment operations. Wrote and published Standard Operating Procedures (SOPs) for the CST. Developed standardized checklists for CST deployment.

- Key participant several state level tabletop and full-scale exercises for emergency response actions.
- Sought after to assist with development of training programs for State and local responders based upon established FEMA, Federal Bureau of Investigation (FBI) and Army training guidance.
- Operated under a slice budget from the Operations section at division headquarters to establish a NBC (Nuclear, Biological, Chemical) training program for an infantry division based in three states.
- Coordinated development of the unit training program for the next five years. Built coalitions with State Emergency Management Administration (SEMA), State Fire Marshals and other State CSTs to develop an effective training plan for Federal Emergency Management Administration (FEMA) in response to incident.
- Ensured accountability for equipment.
- Led unit to 100% pass rate in accredited HAZMAT technician course.

### EDUCATION

- ***Master of Science in Emergency Management***, My State University, Anytown, USA 12345, expected 2007
- ***Bachelor of Science in Organizational Management***, My City University, Anycity, USA 45678, 2003, 3.69 GPA, Statistical Methods and Research, Systems Management, Group and Organizational Behavior, Portfolio and Career Development, Project Thesis, Studies in Managerial Accounting, Laws and Ethics in Business, Topics in Human Resource Management, Macroeconomics, Studies in Marketing, Personal and Social Values, Biblical Ethics, Senior Business Project
- ***Applied Associate of Science in Business Studies***, My College, Anytown, USA 12345, 1999, 3.36 GPA, Marketing, Introduction to Computer Operations, Personnel Administration, Records Management, Machine Calculations, Technical Writing, English, Human Relations, Health, Orienteering, Physical Fitness, Principles of Accounting I, Introduction to Humanities I, Supervisory

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Management, Special Topics in Earth Science, English Composition I, Speech, General Psychology, Personal Management Skills, Business Mathematics, American History I, Computers in Business, Introduction to Business, Principles of Marketing, Basic College Accounting, Small Business Operations, Children's Literature, Business Communications

- **High School Diploma**, My High School, Anytown, USA 12345, 1982

### **TRAINING**

#### ***FEMA Independent Study Courses:***

- IS-001, Emergency Program Manager, 1 CEUs, 2005
- IS-003, Radiological Emergency Management, 1 CEUs, 2005
- IS-010, Animals in Disaster, 1 CEUs, 2005
- IS-100, Incident Command, 0.3 CEUs, 2006
- IS-120, Orientation to Community Disaster Exercises, 1 CEUs, 2000
- IS-139, Exercise Design, 1.5 CEUs, 2005
- IS-195, Basic Incident Command System, 1 CEUs, 1999
- IS-200, ICS for Single Resources, 0.3 CEUs, 2006
- IS-208, State Disaster Management, 1 CEUs, 2006
- IS-230, Principles of Emergency Management, 1 CEUs, 2005
- IS-235, Emergency Planning, 1 CEUs, 2005
- IS-240, Leadership and Influence, 0.9 CEUs, 2005
- IS-241, Decision Making and Problem Solving, 0.8 CEUs, 2005
- IS-242, Effective Communications, 0.8 CEUs, 2005
- IS-244, Developing and Managing Volunteers, 1 CEUs, 2005
- IS-271, Anticipating Hazardous Weather and Community Risk, 1 CEUs, 2006
- IS-275, Role of the Emergency Operations Center (EOC), 1 CEUs, 2006
- IS-288, Role of Volunteer Agencies in Emergency Management, 1 CEUs, 2006
- IS-324, Community Hurricane Preparedness, 1 CEUs, 2006
- IS-393, Introduction to Mitigation, 1 CEUs, 2006
- IS-546, Continuity of Operations (COOP) Awareness, 0.1 CEUs, 2006
- IS-547, Introduction to Continuity of Operations, 0.5 CEUs, 2006
- IS-700, National Incident Management System, 0.3 CEUs, 2005
- IS-800, National Response Plan, 0.3 CEUs, 2006

#### ***Military Training Courses:***

- Non-Resident Army Sergeant Major Course, 140 hours, 2003
- Dynamics of International Terrorism, 1 week, 2001
- Host Survival, 1 week, 2001
- Radiation Technician Course, 16 hours, 2001
- Radiation Awareness Course, 16 Hours, 2001
- NFPA 472 HAZ MAT Technician, 80 hours, 2001
- Technical Escort Class, 129 hours, 2000
- HAZWOPER, 40 hours, 2000
- Environmental Sampling, 40 hours, 2000
- Incident Management, 40 hours, 2000
- Technical Escort Course, 66 hours, 2000
- Firehouse Chemistry, 40 hours, 2000

***Emergency Response Specific and Other Courses:***

- Problem Solving / Decision Making, 40 hours, 2006
- Professional Emergency Manager, 100 hours, 2006
- Damage Assessment, 8 hours, 2006
- DOT Loader / Unloader / Shipper, 8 hours, 2006
- WMD Incident Management/Unified Command Concept, 24 hours, 2006
- Effective Communications, 8 hours, 2006
- Hazardous Materials Emergency Response (OSHA 1910.120) Intermodal Specialist, 24 hours, 2006
- Problem Solving and Decision Making Workshop, 3 days, 2006
- Intermodal Specialist, 24 hours, 2006
- Problem Solving / Decision Making, 40 hours, 2006
- ICS 300 / Incident Management, 30 hours, 2006
- E 136 Exercise Development Course, 36 hours, 2006
- E 133 Exercise Control / Simulation, 2005
- E 132 Exercise Design and Evaluation, 2005
- Vertical 1 Rescue Training (NFPA 1670-1006 and OSHA 1910.146), 40 hours, 2005
- North Respirator Technician, 4 hours, 2005
- Rope Rescue Ops Level, 40 hours, 2005
- Supervisor Training in Accident Reduction Techniques, 8 hours, 2004
- Level 1 MSA SCBA, 24 hours, 2004

**AWARDS**

- Meritorious Service Medal (1)
- Indiana Commendation Medal (3)
- Army Commendation Medal (2)
- Army Reserve Component Achievement Medal (4)
- Army Achievement Medal (2)
- Indiana Emergency Service Ribbon

**CERTIFICATIONS**

- Certified Emergency Manager (International Association of Emergency Managers), 2006
- FEMA Certified Master Exercise Practitioner

**JOB RELATED SKILLS**

- ***Computer Expertise:*** Microsoft Office (Word, Excel, PowerPoint, Access, Outlook)

**OTHER INFORMATION**

- ***Member,*** Emergency Management Alliance (EMA)