

Richard A. Fairchild II

1234 xxxx Drive, ♦ xxxx, VA xxxx ♦ (757)xxx-xxx ♦ rick.xxx@xxx.com

Friday, November 26, 2010

In 25+ years of professional experience, I have gained wide-ranging, invaluable expertise in computer applications training and project planning; cost and schedule management, requirements analysis, MS Windows IT infrastructure development and maintenance, as well as, Defense Industry experience determining, monitoring, and maintaining Earned Value (EVMS) costs, Critical Path Methodology (CPM) - theory and practice, operational budgets, manpower requirements and Software Asset Management (SAM).

My broad technical background and leadership abilities have been major contributors to the career success I've enjoyed over the years. Noteworthy highlights while with **XXXXXX Defense – Norfolk VA and XXXXX – Owego NY** include:

- Designed and administered computer applications training programs (including visual aids) to train all levels of personal computer users. Developed training tests and evaluated work. Coordinated class arrangements, conducted training classes, and developed criteria for evaluating training effectiveness.
- Led administrative and technical support for the IT Strategy, Architecture, Project Management, I.T. Asset Management, and I.T. technical support, at Joint Deployment Center - U.S. Joint Forces Command, Norfolk VA.
- Reviewed and evaluated data for opportunities to improve software asset management, license compliance and redeployment of available assets. Assisted in developing strategies, policies and recommendations to address problems/issues.
- Designed and completed training course for Kuwaiti Apache Pilots on the AN/APR-48A, including manual and presentation slides.
- Assisted with design, and editing of the Whitepaper/ Proposal for “Electronic Support Measures (ESM): A Required Sensor for the Joint Airborne ISR Capability (JAIC)”, additionally, maintained all EV, IMS/IMP metrics.

Additionally, I contributed the following while serving with the **XXXXXXXX Network**:

- Oversaw and deployed a desktop/ server infrastructure for regional radio network and provided hands-on technical oversight for engineering environment hardware builds and enterprise server configurations. Built and supported a digital audio network and PC-based digital video production system.
- Lead in defining organization's technology structure, strategic growth plans, change management and all technical policies to ensure attainment of plan for growth and branding.

Experience has taught me that technical skill alone cannot guarantee success. I can also offer qualities of vision, ingenuity, flexibility, integrity, and dedication to excellence and the critical ability to lead others in challenging situations.

I welcome the opportunity to speak with you further about how my knowledge and skills could add real value to your operations. Please feel free to contact me directly at 757-xxx-xxxx or at my email address.

Sincerely,

Richard Andre' Fairchild, II

Richard A. Fairchild II

1234 xxxx Drive, ♦ xxxx, VA xxxx ♦ (757)xxx-xxx ♦ rick.xxx@xxx.com

Summary

Solutions, and budget-driven Technical Administration and Project Management Professional with over 30 years professional experience, including; integrated cost and schedule/earned value program tracking in a Department of Defense (DoD) environment.

25+ years hands-on IT life-cycle experience, including; computer applications training, curricula development, program and budgeting process, project leadership and best practices. Sound judgment and command of the latest productivity enhancing and training technologies to add value to any organization. Subject Matter Expert (SME) in information systems technology, project planning, strategic planning, systems analysis and troubleshooting, quality control, forecasting, scheduling and planning, and tracking of results.

Flexible and versatile - Strategic thinker that thrives in an integrated customer/contractor team and has the experience and aptitude to conceptualize and develop innovative technical solutions for the Warfighter.

Skills

- ♦ Project Management Skills
- ♦ Planning/Organization Skills
- ♦ Proficient in the Microsoft Office Suite
- ♦ Schedule Analysis and Reporting Experience
- ♦ Probabilistic Risk Analysis Understanding
- ♦ Fluent in Critical Path Methodology and Practice
- ♦ Excellent Communication Skills
- ♦ Cost/Schedule Integration Experience
- ♦ Understanding of Program Artifacts (SOW, WBS, OBS, IMP, IMS)
- ♦ Speaker/ Trainer

Accomplishments

TECHNICAL

- ♦ Oversaw and assisted in deployment of (~500) PCoIP desktop/server infrastructure for U.S. Joint Forces Command and provided hands-on technical and customer service oversight for server configurations.
- ♦ Developed and completed training courses for Systems Engineers and Kuwaiti Apache Pilots on the AN/APR-48A, Radar Frequency Interferometer. Course materials including manual and presentation slides.
- ♦ Lead in defining organization's technology structure, strategic growth plans, change management and all technical policies to ensure attainment of plan for growth and branding. Built and supported a digital audio network and PC-based digital video production system.
- ♦ Conceptualized from "proof of concept", to prototype, an inexpensive system composed of Commercial Off-the-Shelf (COTS) hardware and custom software, which allows the operator to photograph, geo-locate and transmit real-time, full sized digital images, while aloft in a small airborne platform.
- ♦ Designed and manufactured a structure for use in determining the amount of radiation, e.g., X-ray radiation, received at one or more selected regions of an object.

PROJECT MANAGEMENT AND FINANCIAL TRACKING

- ♦ Reviewed and evaluated JFCOM data for opportunities to improve asset management, license compliance and redeployment of available assets. Assisted in developing DoD compliant recommendations, policies, documentation and procedures to address problems/issues.
- ♦ Administered and integrated cost and schedule/earned value program tracking in a DoD environment for multiple Electronic Defense and I.T. projects up to \$25 million in total contract value.
- ♦ Conceptualized and evaluated data for opportunities to improve software asset management, license compliance and redeployment of available assets. Assisted in developing strategies, policies and recommendations to address problems.

COMMUNICATION AND PUBLICATIONS

- ♦ Developed new curricula objectives, training criteria and evaluation methods and standards for US JFCOM.
- ♦ Successfully assisted in the research, design, layout, editing Whitepaper/ Proposals for multiple projects including; "Electronic Support Measures (ESM): A Required Sensor for the Joint Airborne ISR Capability (JAIC)", Role of Electronic Support Measures (ESM) in Armed UCAV Operations and the Common ESM for Air Defense (CESAD) Antenna and Architecture studies.
- ♦ Key contributor on a new approach to the business area's Electronic Warfare product line marketing including the design and illustration for the Advanced Digital Receiver (ADRP™) brochure.
- ♦ Wrote, illustrated and published technical user manuals/training guides for commercial computer software:

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Technology Profile

- ◆ Software Products:
 - MS Office Professional 2010/2007/2003/XP/2000/9x, Exchange Server 2000, 2003
 - MS FrontPage, PowerPoint, Project, Visio
 - MS Server 2003, 2000, Windows NT 4.0
 - MS Windows Workstation XP, 98, 95
 - Photoshop CS2-3, 7/6/5, PageMaker 4-7, Adobe Illustrator, Corel Draw, Corel Painter 8-11
- ◆ Programming Languages
 - Visual Basic, ASP, PHP, COBOL, FORTRIN

Employment History

XXXXX CORPORATION – NEW YORK AND VIRGINIA 06/2006 - PRESENT

Computer Applications Trainer Senior – 08/2010 –

Trainer, designer and administrator of computer applications training programs to all levels of personal computer users for new and emerging products at the U.S. Joint Forces Command IT operations facility.

Senior Requirements Analyst/ Program Management Administration – 08/2009 – 08/2010

Direct administrative and technical support for the IT and Business Strategy, Architecture, Project Management, I.T. Software Asset Management, at U.S. Joint Forces Command.

Engineering Planner/ Technical Assistant – 06/2006 – 08/2009

Provided technical and administrative support for Technical and Electronic Defense Systems Engineering organization responsible for the development of electronic defense systems and associated technologies.

XXXX AND RADIO NETWORK, XXXXX, NY 03/1991 – 5/2006

Chief Technical Officer – Provided technical and administrative management for direct global IS and digital audio systems operations, focusing on managing the 12-server/80-workstation Windows XP-based LAN/WAN, VPN, wireless network and Helpdesk. Plan, budget, build Web presence and best practices data/internet security in rapidly evolving environment.

Previous Employment

1979 – 1991

Advertising Account Executive XXXXX Corporation

X-Ray Service and engineering lab technician with XXXX Medical Systems

Professional Portrait Photographer with XXXXX of America

Technical Illustrator with XXXXXX Data Systems

Education and Training

XXXXXXX - OWEGO

Program Management Professional Certification Curriculum

Integrated Master Scheduling and Master Planning (IMS/IMP), Integrated System Development (ISD) Process, Basis of Estimate (BOE) Writing, Business Writing Essentials, Systems Engineering Principle and Practices (SEPP), International Traffic in Arms Regulations (ITAR)

FLORIDA INSTITUTE OF TECHNOLOGY –

Business Administration/ Computer Information Systems, 19XX (3.9 GPA)

AMES CHRISTIAN UNIVERSITY - Biblical Studies Certificate – (Church Management), 19XX

BRIDGEWATER STATE COLLEGE - Computer Science, Graphics for Instructional Media, 19XX

Clearance

ACTIVE XXXXX XXXXXX XXXXXXXXX SECURITY CLEARANCE.

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Work Profile

- ◆ Train the JFCOM computer users in the operations of Microsoft Office products to include Word, Access, Excel, Outlook, Project and Visio.
- ◆ Train new customers on the operations and integration of the U.S. Joint Forces Command portal in to their daily functions. Provide new user orientation and basic network training to include security and information assurance activities.
- ◆ Develop new curricula objectives, training criteria and performance evaluation methods and standards.
- ◆ Prepare and coordinate the plans and schedules for new or existing programs. Determine, monitor, and review costs, operational budgets and schedules, and manpower requirements. Analyze effects of projects upon various areas such as Engineering, Facilities, and the labor pool to determine the most practical and cost-efficient methods to obtain the required resources.
- ◆ Develop recovery plans ensuring program milestones are completed in accordance with the contract requirements. Recommend corrective action measures such as schedule revisions, manpower adjustments, fund allocations, and work requirements.
- ◆ Create, network, update, maintain, baseline control, statusing, analyze and mitigate program integrated master schedules (IMS) using MS-Project. Generate work breakdown structures (WBS) and integrated master plans (IMP).
- ◆ Support proposal activities as required. Develop effective, presentations, and customer/executive-quality documentation in support of new business activities and other business. Provide graphic illustrations, and photographic products.
- ◆ Generate internal and deliverable documentation, such as Systems Engineering Management Plans, test procedures, and Systems Engineering Development Plans, in support of the systems engineering process.
- ◆ Responsible for project plans and schedules, project cost estimates, and task coordination for installation and operation of computer network; implemented cost savings programs; conducted build-versus-buy studies, cost-benefit analyses, and facility feasibility studies for all computer programs and hardware.
- ◆ Define the organization's technology structure, strategic growth plans, business processes/flows (revenue), change management and all operational policies to ensure attainment of plan for growth and branding.
- ◆ Set up security monitoring and risk assessment process; assist with enterprise security audits to ensure compliance with corp. security standards.
- ◆ Maintain and monitor network security/firewalls, supporting forensics, intrusion detection, logs, security and password profiles.
- ◆ Develop, monitor, tune and administer the multi-platform relational and non-relational database systems.
- ◆ Deploy NT desktop infrastructure and provide hands-on technical oversight for engineering environment hardware builds and server configurations. Build and support a 12 station/40 translator digital audio radio network and AV department PC-based digital video production system.
- ◆ Administer all network servers, domain functions, backups and provide key system monitoring/reporting, as well as user setup, normal/batch file naming conventions, sub-directory layout and trustee assignments.
- ◆ Prepare computer system instructional materials and present training to all end-users on all software packages. Consistently assess system and training needs with department heads and users.

Subject: Letter of Recommendation for Rick Fairchild (LM INTERNAL ONLY)

July 12, 2009

Dear Sir or Madam:

In my present position as a lead Systems Engineer in ESM Systems Development for xxxxxx Integration, Owego (xxxxx-O), I have worked closely with Rick for the last three years (2006 to present). Rick has performed a variety of Systems Engineering Assistant (SEA) tasks for me and other system engineers and managers in our project. Rick has brought a whole new level of skills to the SEA position that we have not experienced with an SEA before in the ESM area. Rick has off-loaded the lead engineers by doing financial tracking and schedule management of their programs. He has created complex, yet user friendly spreadsheets to track workload and capital/overhead budgets across the function eliminating the need for many meetings management had in the past with the lead system engineers to status this information.

Rick has helped me on many proposal efforts and followed up helping manage the effort once it was awarded. He coordinated the technical writing and artwork from all team members for a large technical proposal write-up (CESAD Architecture Study) delivered to an Army customer with very positive feedback. Rick has grown technically since being hired by xxxxx as evidenced by the outstanding job he did developing a Pilots Training class for the Radar Frequency Interferometer (APR-48A) to be taught in Kuwait for the Apache program. His unique technical skills coupled with an eye for artistic detail allowed him to produce some very professional marketing brochures for our products, roadmap presentations to upper management along with supporting me on creating professional artwork for customer presentations and products.

Rick is a very dedicated, hard worker devoted to accomplishing excellence in whatever he is involved with. He is highly respected by his peers and is well known by his positive "can do" attitude.

If further information is needed, please feel free to contact the undersigned.

Sincerely,

Gary XXXX

Senior-Staff Systems Engineer

607-xxx-xxx

gary.xxxxx@xxxx.com

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Subject: Letter of Recommendation for Rick Fairchild (LM INTERNAL ONLY)

July 29, 2009

To Whom It May Concern:

Please let this memo serve to document my recommendation of Rick Fairchild for a position in your organization. I have worked with Rick over the last few years, and he has been a most impressive addition to our engineering team. Rick consistently takes on complex assignments, requires limited direction, and delivers high quality results in a timely fashion.

Rick is very professional. He is very well organized, and he works hard to identify, track, and drive issues to closure. He has learned quickly, established a good working relationship with our entire team, and he has been effective at addressing and resolving project issues on a timely basis.

Rick has excellent interpersonal skills. He communicates appropriately and effectively at all levels. He has a combination of technical skills and personality that makes him an excellent team member. I strongly recommend Rick Fairchild, without hesitation, for a position in your organization.

If I can be of further assistance, please contact me at (607)-xxx-xxx or via e-mail at Jeffrey.xxxx@xxxx.com.

Thank you.

Jeff xxx

Systems Engineer Senior Staff

xxxxxxxx - Owego

Phone: (607)-xx-xxxx

Fax: (607)-xxx-xxx