

# Phillip Woodward

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## SUMMARY OF QUALIFICATIONS

Security Clearance: Top secret security clearance.

Over 20 years experience (MOS was 5902 in the Marine Corps) Radar Theory, Radio Wave Propagation, Digital and Analog Circuits, Electronics Theory, Data Networks, Information Assurance, and Telecommunications. Excellent leader with experience leading over 100 people in challenging, often austere situations on multiple continents. Multiple performance awards for technical and leadership performance. Served as a Maintenance Officer, Operations Officer, and Electronics Officer.

## EDUCATION

- BS Workforce Education and Development from Southern Illinois University.
- CompTIA Security +, Network +.
- CMS Custodian Course
- Lean Six Sigma, TQL (Total Quality Leadership)
- Specialized Training in Radar Theory, Radio Wave Propagation, Digital and Analog Circuits, Electronics Theory, Data Networks, Information Assurance, and Telecommunications.

## EMPLOYMENT HISTORY

### **Training Specialist, NCM Media Networks, Denver, CO (2011-Present)**

- Managed the development, implementation and delivery of training programs for new and existing customers, resulting in improved client awareness and communication, as well as increased program compliance and financial gain for both parties.
- Supervised multiple technical training projects on network interfaces between the Network Operations Center (NOC) and affiliate theaters.
- Acts as a critical intermediary between activities in the field and the corporate office by facilitating the exchange of both positive/negative feedback, maintenance issues and resolutions..
- Effectively works with all levels of corporate employees, addressing individual departments needs while maintaining overall project focus, resulting in improved communications.
- Developed solid knowledge of best practices in order to create cost-effective computer-based training aids.
- Continually adapting processes and training materials in an evolving industry; trained new trainer.
- Excels in building rapport and credibility quickly during a limited meeting time with customers.
- Utilizes strong customer service background to understand customer's needs and customize the training according to each learning style and specific situation.
- Exercises superior ability to relate to and engage new audiences, ranging from upper management on down in a variety of theatre sizes and locations (territory covers the entire US).
- Analyzed advertising and event data to report trends and promotional execution details, used by Executive Management for internal and external decision-making.
- Developed management reports on client performance, on a weekly, monthly, quarterly and annual basis.
- Involved in extensive external customer service activities for both the advertising and event divisions of the company, including responsibility developing relational database for aggregating technical audio data.
- Balanced customer service responsibilities with special projects and assigned workload.
- Ability to work with and satisfy multiple internal and external departments while maintaining neutrality.
- Developed and implemented processes for a new team structure and strategic direction.

### **Communications Electronics Officer (2008 – 2011)**

- Performed the duties as a Marine Air Control Group's Communications Information Systems (CIS) and Communications Electronics/Maintenance Officer (S-6 Officer).
  - Included the supervision of all network infrastructure for over 2500 personnel in garrison and while deployed to Iraq for over 800 personnel.
  - Reviewed maintenance reports for seven subordinate squadrons, using Marine Corps Integrated Maintenance Management System Automated Information System (MIMMS/AIS), Daily Process Reports (DPR's), Daily Transaction Reports (DTR's), weekly readiness reports (LM-2).
- Coordinated maintenance efforts with external agencies/higher headquarters as required for maintenance problems that exceeded maximum maintenance cycle times and/or other deficiencies when necessary.
- Supervised inspection processes as required on subordinate squadrons; offered corrective action as necessary and reported findings as required by applicable orders and directives. Informed group commander on trouble areas and suggested corrective actions as necessary.
  - Deployed contact teams to address training shortfalls to ensure compliance with orders and directives when warranted.
- Coordinated with higher headquarters on the deployment and implementation of Global Command & Control Systems (GCCS) throughout the control group.
- Supervised seven subordinate squadrons in the execution of all network and terrestrial communications and maintenance of all IT/electronic equipment.
  - Included the maintenance of all radios, radars, Identification Friend or Foe (IFF), tactical data systems, command & control suites and network architecture subassemblies.
- Supervised the management of the unit's CMS (COMSEC Material System)/EKMS (Electronic Key Management System).
- Provided expert advice on the integration of Marine Air Traffic Control Systems and Marine Air command and Control Systems to two different Commanding Officers for deployments to OIF.
- Developed/implemented EAP's (Emergency Action Plans) for deployments and exercise concerning communications electronics equipment.
- Developed and maintained configuration management of information systems.
- Developed data communications network plans for two OIF deployments, one OEF deployment and multiple training exercise.
- Served as the unit's IA (Information Assurance) Officer.
- Annually submitted estimates with justification for fiscal year funding.
- Managed the installation, operation and maintenance of tactical data/voice communications in support of MACTF and Joint services exercises.
- Managed the installation, operation and maintenance for garrison/tactical information systems infrastructure.
- Managed the employment, integration and maintenance of information technology resources to include hardware and software.
- Supervised the proper use, handling and disposal of HAZMAT materials.
- Managed the MACCS (Marine Air Command and Control Systems) CLS (Contractor Logistical Support) program for the unit which included three dedicated support personnel.
- Annually reconciled with Supported Activity Supply System (SASSY) the requirements for maintaining Critical Low Density (CLD) maintenance parts for the purpose of quicker maintenance of mission critical equipment.

### **Operations Officer (2007 – 2008)**

- Served as the Operations Officer (C-level leadership within a squadron) for a Marine Squadron preparing for deployment to Iraq.
- Planned and executed with participation from subordinate personnel and the Commanding Officer all certification process for the squadron and its personnel in accordance with doctrinal standards set by the department of defense (DOD).

- Guided the squadron's strategic vision in accordance with doctrinal planning as directed from higher headquarters.
- Supervised the operations and maintenance departments while actively collaborating with department heads ensuring open communication and a clear understanding of the squadron's strategic mission.
- Provided leadership, instruction, supervision of over 100 personnel at all levels of management, from entry level to senior managers.
- Developed, coordinated, managed and lead the leadership training for all personnel deploying to Afghanistan from 2009 through 2010.
  - Scheduled SME's to provide instruction along with ensuring proper training aids and necessary equipment was available.
- Supervised culturally diverse crews performing different tasks in foreign countries over geographically dispersed locations.
- Managed projects through the use of Microsoft project creating gantt charts for proper status and timeline expectations of the consumer.
- As an officer and a former enlisted Marine, was a mentor/leader to both junior and senior Marines to help foster a culture of teamwork, esprit de corps, and individual responsibility.

#### **Fiscal Officer (2006 -2007)**

- Supervised the budget of a Squadron in excess of \$1.5 dollars.
- Performed the duties as the Authorizing Officer on all appropriated transactions.
- Performed the duties as the Contracting Officer.
  - Oversaw the awarding of three contracts in excess of \$100,000.00 each.
- Performed the duties as the Authorizing Official for all Government Commercial Purchase Card Program (GCPC).
- Supervised a fiscal and supply department in the procuring, requisitioning, issuing, receipting, warehousing, distribution, and controlling of all equipment, material and supplies (including over 300 weapons).

#### **Acquisition Officer (2005 -2006)**

- Member of technical evaluation team for Acquisition Category II (ACAT) program.
- Read and provided written comments on proposals submitted in response to government solicitation.
- Participate in consensus meetings to develop final Government position on each proposal.
- Assist team leader in developing final Technical Evaluation Report and assist Source Selection Evaluation Board (SSEB) with final Summary of Findings.

#### **Maintenance (1986 – 2005)**

- (1986 – 1997) Performed maintenance on highly technical ground surveillance radars, radios and terrestrial transmission equipment.
  - This included the planning, employment, deployment and retrograde in and out of logistically challenging locations.
  - Maintenance included: alignments, fault identification to the LRU (Lowest Repairable Unit) on power supplies, power distribution, frequency generation, transmission, antennas, receivers, post detection processors, processors and display devices, antenna drive motors, cooling systems and pumps.
  - Filed reports Equipment Repair Orders (ERO's), supply requisitions (4-cards). Maintained accountability of equipment through the use of SL-3 inventory lists and quarterly inspections.
- (1997 – 2001) Directly supervised the corrective and preventive maintenance of the detachments electronic equipment and a maintenance shop of 30 people.
  - This included their well being, morale, and welfare.
  - All maintenance actions to include the induction of equipment and repairable parts into the maintenance cycle, monitored the maintenance cycle for inconsistencies or actions that were

- outside established Standard Operating Procedures (SOP's).
  - Maintained an annual maintenance budget of \$750,000.00 dollars.
  - Maintained accountability of critical low density government equipment (often in foreign countries) valued at over \$50 million dollars.
  - Reviewed maintenance activity reports for compliance with appropriate orders and directives, provided corrective action as necessary.
- (2001 – 2005) Responsible Officer for all corrective and preventive maintenance actions within a Marine Air Control Squadron.
    - Managed a budget of over \$850,000.00 dollars.
    - Planned for tactical deployment of radars and SHORAD (Short Range Air Defense) systems.
    - Developed the units' communications plans for multiple deployments and exercises.
    - Supervised maintenance officers in engineering, utilities, motor transport, and electronics.
    - Maintained an equipment availability of over 98% with a mean time to repair (MTTR) of less than one hour.
    - As the director I had four officers working for me and a total of 80 maintenance personnel working within the department.

**Advanced training and experience in the following areas:**

**Antenna / RF Technician** - Knowledgeable in satellite dish/rotating antenna preventive and corrective maintenance (gears, transmissions, lubing and oil changes), cooling systems, pumps, flow meters, use of test equipment to include spectrum analyzers, frequency counters, RF power meters, signal generators, multimeters and oscilloscopes. Knowledge in common transmission and reception devices to include: High Power Amplifiers (Cross Field Amplifiers (CFA's) Traveling Wave Tubes (TWT's)), satellite receivers, modulation and demodulation equipment. A working knowledge of different types of cabling e.g. coax, fiber optic and triax.

**Computer / Network Technician** - Knowledge in UNIX (IRIX, AIX, Solaris etc.), knowledge of networking equipment (Cisco, Juniper) to include routers, routing protocols, switches and hubs. Knowledge of servers and workstations (Sun, IBM, SGI) knowledge in active directory and LDAP. Network monitoring equipment (packet sniffer, Netscout, NGenius, Openview, Spectrum or others). Working knowledge of different types of cabling such as Cat5 and fiberoptic.

**Technical Control** - Knowledgeable in circuits and circuit troubleshooting to include CSU/DSU, an area of transport: Cisco 8830, Cisco 15454, IDNX, Timeplex, Juniper CTP etc.. Knowledgeable in test equipment such as Fireberd Test Sets, Fluke cable tested, optical power meter, Cat5 cable tester and Multimeters. A working knowledge of different types of cabling such as Cat5, fiber optic. EIA 530 and triax. Knowledge in keying crypto devices and administration.