Andrew Mize

#### **510 S 13th St**

**Murray KY 42071**

**(910) 545-5817**

andrew.mize@murraystate.edu

Murray State University
Murray KY 42071

Dear Mr…..,

I am sending this resume cover letter to apply for the position of Plans Chief. I am attaching a completed resume.

This is a very interesting opportunity for me and I feel that my educational background and technical experience will make me a very suitable candidate for this position. My key strengths that meet the requirements of the specified position include:

* I continuously struggle for excellence.
* Possess an understanding for using real-world contingency planning resources and constraints.
* Ability to communicate in writing to develop training materials, SOPs, analysis documentation, and orally to conduct training; provide advice, assistance, and direction.

I have complete knowledge of the Joint Operations Planning and Execution System (JOPES). Also possess experience in learning and excelling at latest technologies as needed.

If you want further information on my experience please see my resume.

You can call me at any time; I am reachable via my cell phone, (910)-545 5817. I further hope to discuss with you about this employment opportunity. Thank you for your time and consideration.

Sincerely,

Andrew Mize

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**Objective**

Utilize military logistics background to provide guidance for integrating logistics plans, policies and procedures in support of the Army. Develop existing information technology skills to a higher level by means of researching system analysis and providing guidance for system development processes, maintainability, reliability and supportability requirements.

### Career Profile

* Intimately proficient in numerous Force Deployment Planning and Execution (FDP&E) systems, programs, procedures, and unit readiness
* Ability to communicate in writing to develop training materials, SOPs, analysis documentation, and orally to conduct training; provide advice, assistance, and direction
* Execute good judgment in choosing, interpreting or adapting available guidelines to specific issues
* Possess an understanding for using real-world contingency planning resources and constraints
* Provide efficient, effective, and responsive transportation support for contingency and emergency operations

**Education and Training**

Calloway County High School

* Diploma

Working knowledge of Single Mobility System (SMS) to include knowledge of prioritizing flow of forces

**Certifications**

* Command & Control Personal Computer (C2PC) and Intelligence Operating System (IOS) certified 2002
* Marine Air Ground Task Force Operational Planning School 2002

##### Career Achievements

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# USMC Deployment Jan. 2005 – Jan. 2006

**Lead JOPES Action Officer / Plans Chief Al Taqqadum, Iraq**

* Resident expert in Joint Operations Planning and Execution System (JOPES) feeder system, and Joint Force Requirement Generator II (JFRG II) for the command
* Represented command at deployment planning conferences, during which command decisions were made on the deployment and employment of unit forces
* Briefed senior officers daily on progress / issues associated with real world deployment of forces into combat operation
* Developed plans for Force Protection Program, which included the security measures, processes, and procedures
* Served as the G3 action officer regarding the JOPES, a system of policy, procedures, directives, communications, and support that directly supports DoD-wide time-sensitive planning for developing operation and contingency plans
* Participated with joint forces and federal agencies to execute assigned missions, exercises, and operations
* Participated in periodic exercises and training events

# USMC; 2nd Force Service Support Group (2 FSSG) Jan. 2004 - Jan. 2005

**Lead JOPES Action Officer/ Assistant Plans Chief in G-3 Plans**

* Responsible for over $395K in assets maintained by my section. Was the resident expert in JOPES feeder system, JFRG II for the command and 8 subordinate battalions.
* Was sought out regularly to ensure data being submit was accurate, and that processes and procedures were followed in accordance with joint military doctrine.
* Deployed over 5000 people and 330 TONs of equipment for OIF I in a two week time span.
* Ensured every person was accounted for as they boarded airplanes, and that all the equipment was accounted for as it was loaded onto ships ready for deployment
* Utilized Global Command and Control Systems (GCCS, JOPES, C2PC) and Automated Information Systems to generate and produce reports, and various documents needed to support the daily functions of my section

# USMC; Second Marine Expeditionary Force Jan. 2003 – Dec. 2003

# JOPES Action Officer / Plans Clerk Okinawa, Japan

* Briefed senior officers daily on progress / issues associated with real world deployment of forces into combat operation
* Researched and compiled data for briefs and reports to the Commander and other staff agencies on the status and readiness of assigned or support forces
* Performed as a member of Operation Planning Groups (OPGs) supporting crisis operations and staff planning
* Prepared and maintained detailed functional area instructions in systems documentation and command publications
* Reviewed work in progress or upon completion to ascertain problems in accuracy, adequacy, and adherence to procedures Manage accurate billing for all application projects
* Prepared, staffed, and presented the position for issues regarding contingency operations and deployment of forces