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| FIRST NAME LAST NAME  **Current Job Title**  **Phone** 04XX XXX XXX **LinkedIn** linkedin.com/in/yourname  **Email** name@domain.com |
| [Brief summary of your professional experience]  [Example to be deleted:] A dedicated and results-driven Intelligence Manager within the Royal Australian Air Force. Possesses excellent interpersonal, communication and instructional attributes with the ability to develop and maintain mutually beneficial internal and external relationships.  Enjoys being part of, as well as managing, motivating and training professional and productive teams.  My greatest strength is my ability to understand how my role fits within the broader organisation, which enables me to streamline my activities to maximise others ability to achieve strategic objectives. By obtaining a job at [Organisation Name], I hope to leverage my skills. |

# Experience

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| JANUARY 2019 – PRESENTINTELLIGENCE PLANS MANAGER Royal Australian Air Force (Amberley, QLD)   * Co-ordinated RAAF Intelligence support to combat support Units. * Attended operational level planning meetings to understand command intent, managed subsequent intelligence input and provided briefs to commander staff on key findings. * Assigned and managed tasks to ensure objectives were being met to fulfil higher commander’s requirements. * Liaised with stakeholders and supported customers to maintain relationships and ensure future intelligence tasks were aligned with expectations. * Conducted security risk assessments as part of operational planning and provided advice to supported customers on how to mitigate risks. |
| JANUARY 2017 – december 2018INTELLIGENCE COURSE MANAGER Defence Force School of Intelligence (Canungra, QLD)  * Planned, designed and coordinated training of a new intelligence course providing analysis and assessment of geopolitical, technical, electronic and cyber threats to Australian Defence Force personnel and assets. * Provided instruction and assessment of ADF personnel on analytical methodologies, tools and techniques, intelligence briefs and HUMINT Operations. * Managed the security of classified information through the development of robust procedures in accordance with Unit Security Standing Orders and Information Systems Security Practice and Procedures. * Leveraged working relationships with Australian and allied intelligence organisations to improve training outcomes. * Compiled extensive written feedback and recommendations to ADF Training Command.  JANUARY 2014 – december 2016Air Force Intelligence Analyst Supervisor Royal Australian Air Force (Amberley, QLD)  * Supervised the provision of intelligence to one of the largest combat groups within the Royal Australian Air Force. Provided tailored intelligence products to individual units to enable very short notice operations. * Provided intelligence and risk mitigation support to protective security planning elements during the President of the United States attendance at the Heads of Government visit to Brisbane via RAAF Base Amberley. * Developed, implemented and managed security and intelligence support plans. * Redeveloped intelligence dissemination processes to capture all supported customers which increased efficiency, within strict time and cost constraints. * Conducted extensive liaison with all levels of government in whole of government counter-terrorism effort. * Compiled risk assessments, intelligence support plans, mitigation and monitoring strategies for airfield protective security elements. * Selected to be the subject matter expert for advice on RAAF intelligence support to ground combat operations during the re-development of the Air Force’s Intelligence Operating Concept. |

# Education

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| DECEMBER 2007HIGHER SCHOOL CERTIFICATE School (Brisbane, QLD) Achieved 92.45 TER |
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# CERTIFICATIONS

* **PMP**May 2015
* **Cert IV – Leadership and Management**  
  September 2014
* **Diploma of Security and Risk Management**

November 2019

# TRAINING AND COURSES

* **PMP** Project Management Institute - 2020
* **Certificate III** (Resource Supervision) - 2019
* **Certificate III – Business** (Frontline Management) - 2018
* **Diploma of Security and Risk Management** - 2017
* **Diploma of Government (**Security) **-** 2016

# Skills

# Course Management and Instruction

# Experience in developing, managing and instructing various intelligence courses, including Basic Intelligence, All Source Intelligence, Air Intelligence and HUMINT. Proven track record of conducting comprehensive instruction of basic intelligence practices through to complex analytical skills. Qualified in developing structured course programs, assessment tools and providing quality, constructive feedback to students.

# Communication Excellent communication skills developed through the production and delivery of both written reports, intelligence instruction and verbal briefs to the highest levels of the Australian Defence Force, Australian Government and coalition partners.

# Leadership Advanced leadership skills developed through roles in the Australian Defence Force. Proven track record of leading people with diverse backgrounds and skills in the achievement of goals within strict compliance and budget constraints.

# AWARDS

* **Australian Operational Service Medal**January 2012
* **Australian Defence Medal**November 2010

# IT/SOFTWARE EXPERIENCE

* **Microsoft Suite**
* **Linux**