Andrew R. Brown

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SUMMARY:

Skilled Problem Solver and Honorably Discharged United States Marine Corps veteran with **8** years of experience leading teams in solving complex problems. Advised senior leadership on political, cultural, environmental, military, social topics to maximize decision making abilities. Demonstrated knowledge of assessing individual's strengths, delegating authority, and managing time.

PROFESSIONAL WORK EXPERIENCE:

U.S. Marine Corps - California, North Carolina, Virginia, Japan 10/2008-07/2016

Manager, (Intelligence Chief and Senior Analyst for 18 months)

Served as Senior Enlisted Advisor on Strategic Planning Board to Headquarters Director and communicated potential risks operations to the director and board members which improved director's decision making and policy making.

Developed and implemented production of over **425** analytical products that identified risks to headquarters objectives. **100%** production was achieved and resulted in improved budget resourcing of **$25m** and **40%** increase in mission performance.

Delegated responsibilities to a team of **16** professionals and provided guidance to ensure objectives were completed according to specific objectives of headquarters. Conducted in progress reviews which ensured customer satisfaction of product developments and increased staff morale.

Collaborated with **25** professionals of diverse specialties to define and describe potential operating environment for company objectives. Presented reports to supervisor and senior leaders using GIS products. Resulted in precise application of **$3m** in physical security measures and special staff and intelligence systems.

Advised senior leaders on proper compliance through translation and referencing of policies, directives, and publications to enable better decision making. Resulted in increased staff members work efficiency and quality product development.

Supervisor, (Training Chief and Intelligence Specialist for 74 months)

Orchestrated **3** detailed training curriculums for analysts and warfighting professionals and supervised the execution of training of over **235** professionals; **Awarded most organized combat conditioning program by Inspector General in 2014**.

Directly supervised and trained over **15** analysts in data mining, research, intelligence analysis, communication, elicitation, counterintelligence, imagery analysis, oral presentation which improved abilities to identify and communicate information gaps in company operations.

Devised and integrated **2** information processing templates into analytical procedures in order to track over **300** relevant reports to headquarters objectives. Templates enabled quick referencing and reduced product development time by **60%**. Demonstrated, daily, attention to detail and proper management of inventories by maintaining **100%** accountability and serviceability of classified equipment worth over **$1m**.

Demonstrated expertise in utilizing Microsoft Office and SharePoint software in order to document the training progression of over **235** professionals. Tracking of training enhanced and enabled users to improve strengths and target their weaknesses. Worked closely with over **40** professionals to develop quality analysis in order to assess risks to U.S. Marine Corps units and their operations.

Documented over **2000** reports and maintained an organized database. Secured database by periodically scanning, deleting, and archiving files. Ease of access was improved and redundancy was reduced.

EDUCATION

Bakersfield College, A.S. Engineering	Projected Spring 2019
Stockdale High School, Diploma	2008

CERTIFICATIONS

Advance Leadership & Management Development Course	2015
Basic Leadership Development	2011
Career Specialty Training (Analysis/Risk Management)	2009

TRAINING

Operational Stress Control and Readiness Member	2012
Operational Risk Management	Yearly
Equal Opportunity	Yearly
Sexual Assault & Prevention Response	Yearly
Suicide Prevention and Response	Yearly

AWARDS

(2) Good Conduct Medals, (1) Navy and Marine Corps Achievement Medal, (1) Certificate of Commendation, (1) Meritorious Mast, (6) Letters of Appreciation