

VICTOR VETERAN

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PROFILE

Over ten years of experience as a writer, editor, and instructor with the United States Navy. Strong leadership, planning (tactical, operational and strategic) and communication skills. Diverse teaching, management, and practical experience in writing, editing, crisis communication and public relations. Extensive experience serving as lead communicator, advisor and organizational manager.

EDUCATION

Bachelor of Science in Finance
Florida Atlantic University

May 20XX
Boca Raton, FL

Associate of Arts in Communications
Coastline Community College

August 20XX
Fort Meade, MD

EXPERIENCE

Public Affairs Officer, Hours per week: 40
Navy Information Operations Command MD

2015 - Present
Boca Raton, FL

- In charge of all aspects of public affairs to include protocol and speech writing
- Assign, edit and write stories for command's quarterly news magazine in accordance with the AP stylebook
- Maintenance of current departmental web pages and calendars, and liaison between the command and the local news media
- Speak to local governmental agencies, civic groups, churches, schools and other organizations on various topics related to NIOC

Public Affairs Officer, Hours per week: 40
USS Nassau

2010 - 2015
Norfolk, VA

- Led public affairs, photo and print shop by managing 12 professionals and a 24-hour radio and television system
- Edited and published a monthly newspaper, conducted media relations, community relations and public affairs missions
- Worked with all media forms, e.g., TV, radio, print, issuing press releases, conducting interviews, and maintaining relationship with local media

Instructor and Acting NCOIC, Hours per week: 40
Defense Information School

2007 - 2010
Fort Meade, MD

- Supervised 35 military and civilian instructors for 10 multi-media, public affairs, journalism, broadcasting, and visual information courses for Department of Defense with annual student population of 3,200
- Instructed 9 iterations of the Basic Public Affairs Specialist-Writer course, training nearly 1,000 joint-service and international students in interviewing techniques; layout and design production, photography and editing, media relations and operations; and public affairs coordination
- Developed and revised six lesson plans for use in the newly developed Navy Mass Communications Specialist course
- Qualified as Master Training Specialist
- Clearance: Secret

COGNITION & AWARDS

- Top Secret Security Clearance Exp. 20XX
- Mass Communication Specialist Chief Petty Officer Chief in the Navy Reserve 20XX
- Navy's 2010 Feature and Commentary Writer of the Year 20XX
- Honorable Mention for the Navy's 2010 Print Journalist of the Year 20XX



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