



Timothy Fenton

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Goal-oriented Navy veteran with computer background and over 22 years' experience in radar operation, computer database management, human resources information systems, career development and counseling. Educated in the installation, set up, configuration, troubleshooting and operation of a medium-sized routed and switched computer networks. Proven leader possessing strong interpersonal skills.

Skills

- Computer literacy: proficient in computer & electronic operations, networking, and troubleshooting.
- Computer programs and software: Microsoft Office (above average proficiency in Word, Excel, PowerPoint; proficient in Outlook), personnel and management information systems.
- Data entry: type 40 wpm, 99% accuracy in alpha numeric data entry.
- Leadership
- Analytical Thinker
- Multi-task
- Information Security
- Record Keeping
- Writing
- Performance Management
- Customer Service

Military Service – Operations Specialist / US Navy

FEB 2020 – AUG 2021

Counselor / Norfolk Naval Shipyard, Norfolk VA

Manages all aspects of personnel career development and retention for a department of 60 personnel. Provides transition assistance to employees returning to the private sector as well as conducting career development boards to aid personnel with accomplishing their personal and professional goals.

JAN 2016 – FEB 2020

Manager / USS John C. Stennis (CVN-74), Bremerton WA

Senior Supervisor managing a 60-person team. Responsible for assigning daily tasks, conducting formal and hands-on training, and providing direction on qualifications and career progression.

DEC 2012 – DEC 2015

Instructor / Fleet Training Center, San Diego CA

Facilitated learning through lectures, discussions, simulations, and demonstrations. Administered knowledge and practical application exams. Managed and maintained the Proficiency Maintenance Course which enabled air controllers to remain current while collaborating with program coordinators fleet wide to ensure the effectiveness of the Proficiency Maintenance Program.

DEC 2007 – DEC 2012

Helicopter Controller / USS Truxtun (DDG-103), Norfolk VA

Control/supervised control of aircraft in tactical operations. Operated/supervised operation of radar, data links, communications and associated equipment in the exercise of air control functions.

Participated in search and rescue and aircraft emergency operations. Ensured correct positioning of aircraft in specified areas, air corridors and approach or departure tunnels.

MAY 2004 – DEC 2007

Database Manager / Fleet Training Group, Dam Neck VA

Performed Joint Services and Navy specific applications and processes. Performed database management functions, communications operations, and Force Over-the-Horizon Track Coordinator (FOTC) functions. Maintained the Common Operational Picture (COP) and provided input into the Common Tactical Picture (CTP) at the Unit, Battle Group, Component Commander, Joint and Coalition level.

FEB 2000 – MAY 2004

RADAR Operator / USS McFaul (DDG-74), Norfolk VA

Supervised and coordinated the operation of the AEGIS Combat System (ACS) and associated Combat Information Center (CIC) watch standers. This included Radar Systems, Consoles and Displays, Data Link and IFF Systems.

Key Accomplishments

PROGRAM MANAGER

Instrumental in achieving a perfect evaluation for a high-profile personnel programs audit during Department of Navy (DON) inspection. Driving force behind revitalization of departmental career counselor and mentorship programs, revising existing local policies to comply with Department of Defense (DOD) and DON directives.

- Training - scheduled schools and training sessions; ensured operational commitment with fully qualified personnel through the oversight of training and qualification records maintenance for up to 70 personnel; developed a comprehensive training program for 60 military members; generated weekly reports verifying compliance with applicable policies; managed travel and training budgets of \$300,000; expeditiously processed travel claims. Directed onboarding facilitation, including new employee orientation, to newly reported employees. Amplified employee qualifications and proficiency by providing on-the-job (OJT) training to individual employees and teaching how to perform specific tasks. Increased force deploy-ability by training and certifying 150 personnel database network administration/management and 75 personnel in system operations; trained 30 personnel in Navy physical security and crowd control. Heightened situational awareness in and out of the workplace through weekly training sessions for groups up to 50 on topics such as safety, financial management, risk management, and communications; quarterly training sessions on equal opportunity, diversity, sexual harassment/abuse, substance use/abuse, and associated topics; presented semi-annual training on leadership and ethics.

- Substance Use, Abuse and Prevention – advised executives on alcohol and drug use/abuse; ensured compliance to policies for all members; opened and managed case file for members to conform to Navy

rules or as requested by members; maintained case accuracy through final disposition; performed data entry of cases in Navy-wide records database; generated reports as required.

- Helicopter Controller – Displayed exceptional technical acumen providing over 1,000 hours of aircraft control for rotary-wing assets executing surveillance missions. Additionally, provided formal and hands-on training which directly led to the qualification of 10 shipboard controllers.

ADMINISTRATOR

- Coordinated complex shipboard schedule, long-range training and operational plan; swiftly produced an entire year's operational schedule after detecting and resolving schedule conflicts while deployed to the Middle East. Provided renewed perspectives to improve processes. Preserved highly accurate personnel, data, and visual records. Document minutes of meetings, draft and edit proposed documents and statements, research resources.
- Selected for special assignments requiring a keen eye for detail. Displayed remarkable organizational skill while flawlessly managing the shipping, handling and inventory of over 350 items of technical equipment essential to providing computer-based modeling and simulation training to the Fleet; created and implemented standard operating procedures that resulted in successful transfers among sites both stateside and abroad of equipment valued at a total of over \$3.5 Million.
- Administered online surveys and analyzed data identifying patterns that could indicate discriminatory behavior or bias within workplace as member of the Equal Opportunity Assessment Team. Prepared daily operational brief.
- Ensured compliance with The Privacy Act of 1974 by maintaining access to highly sensitive Personally Identifiable Information (PII). Maintained database with over 15,000 security clearances for access to organization for training and seminars.

LEADER

Effectively motivated a division of 60 employees to achieve goals through daily task assignments, schedule management, and mentoring as immediate supervisor. Promoted development in subordinates by assignment of qualification requirements and provided on the job training (OJT) in addition to conducting performance counseling, evaluation and performing swift corrective action for disciplinary matters. Daily data entry of employee status completed trainings and qualifications, and personnel requests into human resource information systems.

- Displayed decisive leadership aptitude with confidence and composure, flourishing in stressful environments and during crisis as workplace supervisor to 60 military members, including higher ranking personnel. Instrumental in fleet recognition of unit as the "best operationally run aircraft carrier in the Navy" by providing vital direction and coordination of military assets.

Education

OCTOBER 2007

Networking & Router Administration / ECPI University, Virginia Beach VA

Completed courses in Essentials of Networking, Operating Systems and Router Fundamentals, Install Config and LAN Segmentation and Security & Network Implementation with a GPA of 4.0.

AUGUST 2021 - PRESENT

Cybersecurity Major/ Old Dominion University, Norfolk VA

Sophomore - Current GPA of 3.6
