

Matthew J Potter
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Profession Summary

Strategic leader with 9+ years of experience supporting and executing complex special operations training and mission planning in high-tempo environments. Extensive background within Naval Special Warfare, including participation in Exercise TRIDENT as a SWCC operator serving as Lead Navigator and Lead Medic during maritime insertion operations with SEAL teams, as well as supporting the planning, logistics, and execution of other TRIDENT exercises from the operations and training departments at Special Boat Team 20. Proven project manager with expertise in process improvement, personnel development, and coordinating complex training events. Experienced in both operational execution and behind-the-scenes exercise support, with a strong understanding of realistic training environments and mission rehearsal scenarios. Active TS-SCI Clearance.

OVERVIEW OF KEY CONTRIBUTIONS

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| <ul style="list-style-type: none">• Cross-Functional Leadership• Process Improvement• Project Management | <ul style="list-style-type: none">• Strategic Planning• Logistic Planning• Policy Implementation | <ul style="list-style-type: none">• Equipment Management• Resource Allocation• Training and Mentorship |
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- **Management and Leadership** – Possesses a comprehensive background in team leadership, personnel and equipment management. Proven track record for leading multi-dimensional teams in high pressure, high tempo environments producing deliverables on schedule and within required parameters.
 - **Project Management** – Demonstrated leadership in numerous multinational operations by creating support plans, logistical coordination, supply analysis, and personnel oversight. Exceptional cross-functional partner, consensus builder, and thought leader in critical thinking scenarios.
 - **Training and Development** – A versatile and innovative management individual who is skilled at seeing the “big picture” while able to focus on the details through the entire process. Demonstrated ability to assimilate to new ideas, concepts, methods, and technologies. Dedicated and innovative team builder with a superior work ethic. Always striving to establish cultures of excellence and inspire diversified groups.

PROFESSIONAL EXPERIENCE

United States Navy – Various Locations

July 2015 – Jan2024

Special Operations Section Leader, Naval Special Warfare Command

Held title of Special Warfare Combatant Craft Crewman (SWCC). Streamline logistical operations, interagency communication, and set efficient and sustainable standards for future executive leaders. Develop and implement policies to ensure safety, regularly compliance, and improve processes while overseeing utilization of resources for organization.

Successfully completed 2 training cycles and deployments at Special Boat Team 20, serving as both lead navigator/lead medic for the detachment. Each training cycle was a year and half and deployments were 6-7 months. Training cycles included extensive mission planning and execution of operations. As the lead navigator I was heavily involved in all aspects of mission planning. Training ops frequently included joint training with other special operations elements to include Navy SEALs/Army 160th/Marine Recon etc. Also planned and conducted multiple operations overseas in Centcom, Africom and Eucom. These missions were frequently joint operations including other special operations forces as well as conventional. Took part in multiple multinational training operations overseas with allies to include UAE/Saudi Arabia/Bahrain/Lithuania/Germany/Finland and others.

- Oversea tactical operations, maintenance, and safety of special operations craft valued at \$7M
- Supervise the inventory and handling of sensitive equipment, weapons, medical gear and Special Operations crafts exceeding \$8M, resulting in zero losses and the continued integrity of all classified materials
- Plan, coordinate, and execute multiple operations and movements through various countries in the middle east, Africa and Europe with no incidents.
- Coach, mentor, and professionally develop adaptable, agile, balance, and innovative leaders responsible for executing organizational objectives and enhancing team proficiency
- Proven track record of compliance with all inventoried materials to include drugs/weapons and other equipment, Utilizing software programs as well as physical inventories.
- No incidents over course of career with any/all sensitive materials. (CCI, Medications, Weapons, All classifies materials)

Vinland Development- Norfolk, VA

July 2023- Jan 2024

- 6 month internship with class A contractor
- Scope of work included residential remodels and new home builds
- Duties included: Project Management, General Construction, Customer Service, Marketing and Business expansion
- Experienced in managing jobs and from start to finish, Customer communication, and generating new business

Neptune Restoration

JUL 2024-present

Tech/trainer

- Performed hands-on residential restoration work, including repair and remediation projects across a variety of structural and property damage scenarios.
- Managed daily communication with homeowners and clients to assess project needs, provide updates, and ensure high levels of customer satisfaction.
- Supported day-to-day operations of a small restoration business, including project coordination, scheduling, and resource management.

EDUCATION | CERTIFICATIONS

Currently a junior at Old Dominion University majoring in cyber security

MILITARY EDUCATION

Special Warfare Combatant-Craft Crewman (SWCC) |Special Operations Combat Medic (SOT-M) |Static Line Parachutist |Military Free Fall Parachutist |M11 Sharpshooter |MK18 Sharpshooter |Naval Special Warfare Survival Evasion Resistance Escape Level-C Basic Ground Skills (Land Warfare) Graduate | Red Koch Tactical Mobility Graduate Tactical Combat Casualty Care (TCCC) and Care Under Fire Graduate