

Aaron C. Jordan

Professional Profile

Seasoned, committed and reliable professional with decades of managerial and leadership experience seeking challenging position that provides an opportunity to make a difference in creating and sustaining a positive service and performance orientated culture.

Specialized Experience

- Seasoned leader with 16 years of experience in challenging management positions in a large and geographically dispersed organization.
- Proven record of accomplishment in successfully leading personnel and managing major programs through significant organizational challenges and changes.
- Adaptive leadership expertise in managing various organizational functions, missions and programs; personnel, training, emergency management, engineer and facilities, and financial operations.
- Expertise in managing and synchronizing staff actions towards goals and objectives.
- Expertise in leading teams in problem solving and providing recommendations to decision makers.
- Experienced working with union representatives and served seven years as a member of a South Dakota National Guard Labor Relations Partnership Counsel.
- Experienced financial manager with six years of senior level budgetary experience in ensuring funds are spent efficiently and effectively in compliance with authorizations and appropriations.

Summary of Qualifications

- Servant leader with proven record of accomplishment of building high performing teams with positive and effective organizational culture.
- Adept at building and sustaining relationships with superiors, peers, subordinates and key stakeholders.
- Critical thinking, open-minded and creative as a strategic and tactical problem solver.
- Innovative thinker committed to process improvement to create efficiencies and meets customer needs.
- Passionate about helping subordinates and their personnel meet their potential through mentorship and counseling, education and training, and exposure to broadening experiences.
- Twenty-nine years of leadership experience in the U.S. Army.

Education

- Master of Science, Strategic Studies, Army War College, Carlisle, PA (08/2013-06/2014)
- Master of Science, Administrative Studies, University of South Dakota, Vermillion, SD (08/1997-05/2005)
- Bachelor of Science, Composite Major in Social Science, Black Hills State University, Spearfish, SD (08/1985-05/1991) – Selected as the Army ROTC Distinguished Military Graduate.

Work Related Experience

Trainer / Exercise Developer, (Part-time) Contractor with multiple DOD Defense Contractors

2/2021 to Present

MILVETS Systems Technology, INC.

Client Solutions Architects - CSA

Essential Duties: Train Soldiers on war-gaming system that enables wartime condition to train senior commanders and their staffs on executing the unit wartime mission. Assist with the NATO multinational training exercises by assisting in the development of exercise scenario and operational orders that train leaders, staff and units from all the NATO countries to builds credible, capable and adaptive military forces.

Key Accomplishments:

- Trained hundreds of US Soldiers in supporting ten warfighting exercise.
- Wrote products for seven Operational Orders Events as a Subject Matter Expert (SME) in the following military areas: Protection, Engineering, Military Police, Air and Missile Defense, Chemical, Biological, Radiological, and Nuclear (CBRN), and Personnel Recovery.
- Supported a senior European Command in their tactical operations center in executing airborne/air assault operations over five countries from Scandinavian countries to locations along the Mediterranean Sea.

Specialized Experience

- **Relationship Building:** Establish and maintain effective relationships with peers and officials from defense contractor companies, military officers and officials from the United States, Romania, Poland, Germany, Baltic States, France, Hungary, Greece, and Norway.
- **Senior Leader Engagement:** Interacted and collaborated with senior officials from US Department of Defense and NATO countries in developing multinational, joint exercises in the European theater.

Related Skills

Interpersonal Skills: Experienced in maintaining effective personal relationships that enhances collaboration and teamwork across a diverse workforce.

Creative Thinking: Expertise in thinking outside the box to develop scenarios and operational plans that incorporates and connects multiple distinct training exercises into a common operating framework to build training readiness and improve interoperability of multinational forces.

Compliance Review: Experienced in researching and understanding military regulations ensuring that training and written products were compliant with United States and NATO standards.

Director, Property and Fiscal Operations

07/2019 to 09/2020

South Dakota Army National Guard, Rapid City, SD

Essential Duties: Manage day-to-day operation that include receipt, accountability, contracting, disbursement and certification of all federal resources (funds, equipment, supplies, and services). Direct, coordinate, and oversee work through subordinate supervisors. Furnish advice and assistance to Chief of Staff, Adjutant General and units/organizations ensuring Federal funds and property are used in compliance with applicable laws/regulations.

Key Accomplishments:

- Quickly developed, tested and implemented a telework program ensuring Continuity of Operations for property and fiscal operations during the COVID-19 outbreak.
- Developed and implemented process to review, approve and track equipment loans to outside agencies.

Specialized Experience

- Relationship Building: Establish and maintain effective relationships with organizational senior leadership and other key stakeholders.
- Senior Leader Engagement: Provide routine and as needed property and financial information to senior leaders to assist with mission readiness decisions.
- Administrative Management Systems: Utilization of management systems to complete contract and acquisition actions, ensure obligation and expenditure of Federal funds, and to account of all Federal property.

Related Skills

Interpersonal Skills: Experience using formal and non-formal technics to maintaining effective personal relationships that enhances collaboration and teamwork; including conflict resolution, mediation, counseling and mentorship.

Creative Thinking: Expertise in facilitating an objective decision-making process that uses analytics and pertinent information, to identify solutions to overcome organizational problems.

Compliance Review: Experienced in researching and understanding laws, policies and regulations ensuring that employees and organizational leaders are informed and comply with those statutes.

Budgetary Oversight: Experienced in supervising chief financial officer, conducting quarterly budget reviews and ensuring leadership awareness of potential challenges and opportunities.

Director of Plans, Operations and Readiness

03/2016 – 06/2019

South Dakota Army National Guard, Rapid City, SD

Essential Duties: Principal staff officer responsible for assisting the Adjutant General and Assistant Adjutant General in the direction and control of all training and operations. Provide information, analysis, guidance, and recommendations on matters regarding joint policy and force development. Develop, coordinate, and synchronize strategic policy, plans, initiatives, and concepts across all programs.

Key Accomplishments

- Planned, coordinated and executed the largest National Guard training exercise training 2,500-3,000 military personnel from Army, Navy, Air Force and Allied National partners.
- South Dakota Army National Guard units received the vast majority of training readiness awards in the National Guard during this three-year period.
- Developed and implemented a knowledge transfer program to assist new employees learn their responsibilities quickly without degrading mission readiness.
- Managed an annual \$32 million budget ensuring training readiness and mobilization readiness.

Specialized Experience

- Senior Leader Engagement: As the principal staff officer for training and operations, communicated, advised and provided readiness reports to General Offices, Chief of Staff, and senior commanders to ensure individual and unit training readiness.
- Relationship Building: Developed and sustained effective relationships with senior National Guard Bureau leaders, counterparts from other States, Army mobilization stations, and State of South Dakota to ensure organization was postured to meet mission expectations.

Related Skills

Creative Thinking: Facilitated the military decision-making process ensuring staff maintained objectivity in understanding organizational problems and developing solutions.

Strategic Planning: Experienced in strategic planning that set priorities, focused energy and resources, strengthen operations, ensure that employees and other stake holders are working toward common goals and outcomes.

Critical and Systems Thinking: Rapid redirection of training focus after 15 years of counter insurgency operations to meet new training requirements against a peer-to-peer military threat. Conducted analysis and implemented multiple lines of efforts across the training management spectrum that included analytical and objective thinking to synchronize policy, resources and leader education.

Budgetary Oversight: Experienced in managing budget activity directors and utilizing budget analyst in ensuring compliance with financial authorizations and tracking spending against approved spend plan.

Assistant Director and Director, Human Resources

06/14 – 02/16

South Dakota Army National Guard, Rapid City, SD

Essential Duties: Serves as primary advisor to the Army Chief of Staff, Wing Commander, staff elements and operating officials on matters pertaining to work force and human resources management. Responsible for the human resource management of over 1,000 employees dispersed through the state. The HR program includes providing recruiting and placement, position classification and management, labor and employee relations, equal employment opportunity, employee development and training, and related clerical and administrative functions of a workforce.

Key Accomplishments

- Successfully led the organization through a four percent work force reduction and reduced funding without negatively impacted unit mission readiness.
- Analyzed and implemented a HR department reorganization that increased communications and productivity resulting in improved customer service for supervisors and employees.
- Developed and implemented a budget report that accurately forecasted future expense allowing senior leaders to take advantage of opportunities to reward employees and add temporary personnel to assist manager in meeting readiness objectives.
- Developed and implemented a decision matrix that assisted the Chief of Staff in making timely decisions regarding the hiring process during a time when the work force was experiencing a reduction.

Specialized Experience

- Senior Leader Engagement: Establish and maintain liaison with National Guard Bureau, Active Guard Reserve Management and other human resources offices; engage daily with Chief of Staff and senior managers on all matter relating to personnel.
- Complaint Resolution: Maintain system that ensured work force complaints were appropriately received and resolved within standards.
- Labor Relations: Worked effectively with union representatives from the Army and Air National Guard. Seven-year member of the South Dakota National Guard's Labor Management Partnership Council that was comprised of equal number of personnel representing both interest of labor and management.

Related Skills

Customer Service: Experience in maintaining positive and effective relations with supervisors and employees and other stakeholders to ensure HR Directorate was meeting expectations. Attributes include personal openness, listening and assisting with negotiation and complaint resolution.

Organizational Stewardship: Enforce organization values with the full-time work force through personal accountability and holding others accountable to expected standards. Assist managers and supervisors in getting resources and information to develop and sustain work force committed to excellence.

Budgetary Oversight: Experienced in managing budget activity directors and utilizing budget analysis in ensuring compliance with financial authorizations and tracking spending against approved full-time funding authorizations.

Director, Military Support

09/2009 – 07/2013

South Dakota Army National Guard, Rapid City, SD

Essential Duties: Principal Officer responsible for managing the preparation and maintenance of contingency plans for natural disasters, civil disturbance, homeland security, National Security Special Events, and other related contingency missions. Plan, organize, and oversee the activities of subordinate military support units. Assigned to the State Emergency Operation Center (EOC) to function as the SDNG liaison to Secretary of Safety and the Emergency Operations Director to manage and assist with SDNG civil support activities.

Key Accomplishments

- Planned, coordinated and helped directed the largest military support mission to the State of South Dakota during the Missouri Flooding in 2011 that included 1,950 Soldiers and Airman.
- Led the Incident Command team during the initial hours of the C130 Air Force Aircraft that crashed on July 1, 2012, near Edgemont, SD.
- Assisted and managed over twenty South Dakota National Guard responses in supporting State and local authorities during emergencies and disasters.

Specialized Experience

- Senior Leader Engagement. Establish and maintain liaison with state, county, and community officials, meet regularly and interact with Governor and senior cabinet officials and interact with senior SDNG leaders to conduct operational planning.
- Relationship Building: Developed and sustained effective relationships with local and federal emergency management officials, senior National Guard Bureau leaders, and counterparts from other States to ensure organization was postured to meet military support needs of the state and communities.
- Emergency Management: Completed incident command system (ICS) training and managed

Related Skills

Critical Thinking: Demonstrate objective thinking during intense operations that provided feasible and suitable options to emergency managers in managing operations in responding to natural disasters. Trained in the decision and problem-solving process to analyze, gather pertinent data and to develop solutions.

Interpersonal Skill: Ability to work effectively with officials at all levels and adapt at developing and sustaining personal relationships.

Administrative Officer/Officer in Charge

04/2004 – 08/2009

South Dakota Army National Guard, Rapid City, SD

Essential Duties: Function as the Officer in Charge (OIC) of a Battalion and Brigade Headquarters. Serve as the principal staff officer and primary advisor to the Commander for providing leadership, oversight, information, analysis, guidance and recommendations on readiness and day-to-day matters including personnel, equipment, supplies, facilities and training. Supervise a work force of 70 through subordinate command supervisors.

Key Accomplishments

- Developed personnel evaluation trackers that eliminated late evaluations and medical readiness tracking system to show medical status for any given unit.
- Quickly integrated the newly established Regional Support Group and its full-time work force into an effective and high performing team.
- Successfully led and managed Battalion fulltime force through significant turnover and high operational tempo during initial years of the Iraqi and Enduring Freedom Campaigns.
- Selected to represent South Dakota National Guard leadership as a management representative to the SD National Guard Labor-Management Council, a position I held for seven years.

Specialized Experience

- Relationship Building: Represent and meet commander readiness objectives through directing and managing 65 full time force employees located in nine communities spread across South Dakota.
- Labor Relations: Experience in representing management in working with labor to improve employee working environment while maintaining high military readiness.
- Resource Management: Experience in managing command's budget, facilities, supplies and equipment ensuring high personnel, training and equipment readiness for all subordinate units.

Related Skills

Organizational Stewardship: Enforce organization values with the full-time work force through personal accountability and holding others accountable to expected standards. Assist leaders and supervisors in getting resources and information to develop and sustain work force committed to excellence.

Interpersonal Skills: Use of effective leadership attributes to develop an environment of teamwork and collaboration in building an effective fulltime force responsive to unit commander's objectives, goals and priorities.