

**David L. Robertson**

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**SKILL SUMMARY**

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I believe that my ability to lead, think at the strategic level and adapt to a dynamic work environment are the foundation for learning the occupational skills needed for this position. I am a retired military officer and the Director of Finance and Operations for a local private school who possesses strong communications skills; experience in leading diverse groups of people under a variety of arduous conditions with demanding time-lines; superb problem solving and multi-tasking skills; and a tremendous work ethic.

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**EDUCATION**

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M.A. Executive Leadership; Liberty University; (in-progress, est. grad. 2020)  
Professional Military Education; Air Command and Staff College; Air University (2016)  
B.A. Political Science (Public Admin and Securities), Minor: Aerospace Leadership; University of Florida (2003)  
A.S. Computer Information Systems Tech; Community College of the Air Force (2000)

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**EXPERIENCE**

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**Director of Operations, University Christian School, Jacksonville, FL – (May 2017-Present)**

Serves as the Chief Operations Officer for ministry and schoolwide functions to include; finance, facilities, human resources, information technology, advancement, marketing and school services, transportation, safety compliance, and security.

- The primary advisor to the Executive Board, the President and Head of School for providing leadership, oversight, information, analysis, guidance, risk management, recommendations and implementation on matters regarding finance, operations, policies and ensuring requirements/compliance for nearly 900 students, faculty, staff, equipment and training for a \$12,000,000 organization.
- The senior strategic planner and consultant responsible for developing the school's view of the future and implementing long-range operations, strategic policy, plans, initiatives, and concepts related to operations, financial stability and human resources.
- Directly leads, supervises and manages 10 directorates with over 30 personnel and oversees the development of measurable strategic timetables, goals, objectives, milestones, implementing instructions, local plans, policies, administration of the work force and programs ensuring operational execution.

**Director of Strategic Plans & Policies, Florida Air Guard, St. Augustine, FL - (Feb 2016 – Feb 2019)**

Served as the Senior Officer over Strategic Plans and Policy, air operations, emergency preparedness and operations, Defense Support of Civil Authorities (DSCA) planning and implementation, and legislative issues regarding the Department of the Air Force, the National Guard Bureau and Florida Air National Guard (FLANG)

- The primary advisor to the Assistant Adjutant General and the Florida Air National Guard Commander for providing leadership, oversight, information, analysis, guidance and recommendations on matters regarding operations, joint plans, policy and ensuring requirements for nearly 2,000 personnel, equipment and training for the state of Florida.
- Serves as the senior strategic planner and consultant responsible for developing the Florida Air National Guard view of the future and implementing detailed long-range operations, strategic policy, plans, initiatives, and concepts related to operations, security cooperation, international relations, federal and state homeland security and civil support missions
- Supervises, manages and organizes personnel in the planning for air operations and disaster response for a 2,000-member organization in support of nearly 20 million residents in the third most populous state in America.
- Oversees the development of measurable strategic timetables, goals, objectives, milestones, implementing instructions, local plans, policies, administration of the work force and programs ensuring operational and mission readiness.

**Director of Operations, Officer Training School, Montgomery, AL - (Feb 2013 - Jan 2015)**

Led, managed, supervised and developed leaders; gave advice and counsel to supervisors and subordinates, provided initial training, evaluation and mentorship through a 160 training day syllabus (annually). Organized and managed programs through subordinate and senior workers that supervise technical and administrative activities within organizational sub-units. Assigned work based on consideration of project requirements, priorities, and functional unit responsibilities. Supervised a Total Force staff directly responsible for the management, oversight, performance reporting, force support, force development, and mentorship of seven officers and enlisted personnel and had operational control of a 38 permanent person staff including over 1,000 Officer Trainees per year.

- Strategically planned and devised new OTS organization guidelines and matrices to merge new students providing a 41% increase in staffing efficiency and 100% student flow increase while managing a 50% staff turnover rate for Fiscal Year (FY) 15 and 16.
- Strategically defined new techniques and implemented the largest syllabus increase in OTS Detachment 12's 41 year history providing 15% lesson increase and 100% graded leadership experience increase meeting AF intent of the Total Force Officer.
- New curriculum considered a best practice throughout Officer Training School and NASA astronauts implemented the leadership techniques in preparation for their deployment to the International Space Station.
- Served as lead instructor, mentored Flight Commanders and oversaw all aspects of the Air National Guard's officer training programs ensuring academic integrity and Air Force program credibility. Set the instructor standard and earned coveted "Exceptionally Qualified" on training evaluation; top 20% of all OTS.
- Enforced discipline, initiated disenrollment actions and ensured the complete execution of nearly 1200 hours of curriculum.

**Mission Commander & Systems Officer, Jacksonville, FL - (Jul 2011 - Feb 2013)**

Mission Commander on the Air National Guard's RC-26B military aircraft; primarily responsible for real-time command, control, communication, computers and intelligence, surveillance, and reconnaissance (C4ISR) tactical employment during joint overseas contingency operations, domestic border security and counter-drug operations.

**Asst. Flight Commander & Lead Instructor, Pensacola, FL - (Oct 2009 - Jul 2011)**

Led undergraduate students through Electronic Warfare and aircraft flight training with the responsibility of supervising all aspects of student training curriculum development and execution; recognized for strong leadership, attention to detail, communication and coordination with subordinates, peers, and senior officers.

- Facilitated Program Management Project Review (PMPR) of the Air Force's T-1 aircraft and T25 simulator RADAR Emulation Software upgrade package valued at over \$4.5 million for new Air Force schoolhouse.
- Managed \$250,000 budget and over 200 sets of equipment, books, and supplies for 520 yearly instructor and student throughput.
- Directed and coordinated academic courseware, hardware and software development, revision and standardization for over 400 Air Force aviation students annually.
- Validated over 130 academic blocks of instruction and recognized 200 shortfalls ensuring timely delivery for new flight schoolhouse standup.

**Electronic Warfare Officer, San Antonio, TX & Kandahar, Afghanistan - (May 2008 - Oct 2009)**

Sole advisor to the Commander on combat operations for assets integrated in combat missions under critical time-lines. Independently managed and directed in a dynamic, austere combat environment the stand-up for newly arriving Combat Brigade in theater where over 5,200 International Security Assistance Force (ISAF) personnel. Supervised, directed, managed and implemented the retrofits of 1,700 Stryker combat vehicles with electronic counter-measures suites.

**Deputy Chief of Mobility & B-1 Weapons Systems Officer, Abilene, TX - (May 2005 - May 2008)**

Directed and managed mobility readiness of over 85 assigned and attached aviators; ensured squadron ability to execute operations in support of conventional war plans worldwide at a moment's notice; executed a variety of conventional tasking with expert knowledge of tactics, aircraft offensive and defensive systems.

**Student University of Florida & Combat Systems Officer Training - (Dec 1999 - May 2005)**

Distinguished Graduate and University President's Award Winner, University of Florida ROTC