

## **Billy J. Atkinson**

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(520) 450-0664, bjatkinson23@gmail.com

### **Education:**

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Syracuse University  
Master of Science Instructional Design, Development and Evaluation Department  
Present

American Military University/American Public University  
Master of Arts Management with Honors  
June 2019

American Military University/American Public University  
Bachelor of Arts Homeland Security  
February 2011

### **Professional Experience:**

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#### ***Operations Specialist:***

United States Army, Fort Huachuca, Arizona (August 2017 – April 2018)

- ❖ Coached and mentored leadership attributes and tactical fundamentals of employees assigned to the Army's Network Operations Center.
- ❖ Maintained situational awareness of the events and activities that flow through the Army Network in order to provide accurate reports to the leadership.
- ❖ Integrated Risk Management into all large organization events resulting in zero accidents and no equipment loss.
- ❖ Conduct meetings with managers and supervisors to formulate improvement to plans and strategies to enhance efficiency of daily operations.

#### ***Personnel Manager:***

United States Army, Camp Humphreys, South Korea (August 2016 – June 2017)

United States Army, Fort Huachuca, Arizona (December 2012 – May 2015)

- ❖ Served as the Senior Enlisted Advisor to the Company Commander.
- ❖ Oversaw supervising, training, daily administrative, mentoring, counseling, discipline and readiness of 90 employees.
- ❖ Assisted Executive Leadership in planning, coordinating and execution of quality training for the unit as well as maintaining accountability of equipment valued in excess of \$1M.
- ❖ Build software Employee Database and maintained records that resulted in an excellent rating during command inspections.

#### ***Personnel Supervisor:***

United States Army, Fort Huachuca, Arizona (April 2010 – November 2012)

United States Army, Camp Humphreys, South Korea (April 2008 – April 2010)

- ❖ Served as the Senior Advisor to the Platoon Leader, accounted for the health, welfare, training, professional development and mentorship of 30 employees.

- ❖ Conducted numerous leader meetings with junior leaders to plan, resource, and execute scheduled training events
- ❖ Oversaw the overall maintenance and serviceability of the living quarters for single soldier's worth in excess of one million dollars.
- ❖ Developed and implemented policies, internal guidance and standing operating procedures pertaining to human resource programs.
- ❖ Provided clear and sensible safety instructions to prevent team members from injury and equipment from damage, resulting in zero safety incidents.

#### **Honors and Certifications:**

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- ❖ Common Faculty Development Instructor Course, United States Army 2019
- ❖ Common Faculty Development Developer Course, United States Army 2019
- ❖ Security + Course, United States Army 2018
- ❖ Joint Regional Security Stack Course, United States Army 2018
- ❖ Signal Regiment Bronze Order of Mercury recipient, United States Army 2017
- ❖ Master Resiliency Course, United States Army 2010
- ❖ Battle Staff Course, United States Army 2007
- ❖ Sergeant Audie Murphy Club recipient, United States Army 2006
- ❖ Equal Opportunity Leader Course, United States Army 2003

#### **Technical Skills:**

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- ❖ Software: Microsoft Office (2003, 2007, 2010, 2013) Word, Excel, PowerPoint, Outlook and SharePoint