

SUPER CHARGE YOUR CAREER WITH OUR PROFESSIONAL RESUME WRITING SERVICE

OUR SERVICES



RESUME WRITING /
EDITING



LINKEDIN PROFILE
WRITING



COVER LETTER WRITING /
EDITING



CV WRITING / EDITING

James I. Livingston

< your address1 >., < your address2 >
<your mobile number > / < your telephone number
< your emailaddress1 > / < your email address2 >

ELECTRICAL AND GENERAL ENGINEERING PROJECT MANAGER

An Air Force-trained leader with more than five years of experience managing and supporting operational/physical plant infrastructure and overseeing projects and programs from concept to completion. Background includes planning and budgeting, project and construction management and emergency preparedness to ensure that Department of Defense assets are appropriately designed, built and operational for peacetime and wartime missions.

EDUCATION AND TRAINING

BS, Electrical Engineering - Iowa State University, Ames, IA - 2009 (3.26 GPA)

Air Force Coursework:

- Electrical Power Systems Design
- Introduction to Electrical Systems
- Introduction to Environmental Management
- Air Force Civil Engineer Basic Course
- Project Programming

PROFESSIONAL EXPERIENCE - United States Air Force Officer - Captain

Deputy Operations Flight Chief - Goodfellow AFB, TX, January 2013 - Present

Leader and administrator of an 80-person unit. Responsible for maintenance, sustainment and repairs of 152 buildings and 2.3 million square feet of grounds valued at more than \$806 million. Reviewed and approved work requests from other organizations and provided engineering expertise to infrastructure and facility project reviews. Oversaw service and utility contract management and directed contract modifications when needed to fulfill mission requirements.

- Prioritized over \$1.5 million of service contracts advocating for essential base services. Provided analysis to base leadership which was utilized to reduce the contract budget by 20% in one year.
- Identified, researched and corrected 22 regulatory deficiencies ensuring compliance with Air Force, Department of Defense and Federal (OSHA, NFPA, etc.) regulations.
- Developed a two-week governmental shutdown contingency plan by identifying necessary services and personnel in order to ensure continuity of operations.

Deputy Officer-In-Charge, Project Engineer - Victory Base Complex, Iraq, June 2012 - December 2012

Managed seven junior officers and enlisted personnel of Facility Engineer Team Victory, providing engineering expertise and assistance to other organizations. Primary advocate for team's capabilities, soliciting and managing \$52 million worth of construction projects and studies throughout Central Iraq.

- Eliminated severe detention center visibility vulnerabilities by advocating for extensive exterior lighting design valued at over \$500,000. Developed multiple courses of action, design drawings and statements of work and provided technical oversight of the contractor during construction.
- Led planning efforts of the responsible drawdown of forces for three forward/contingency operating bases in Central Iraq. Partnered with each post's leadership to provide insight into proper management and closure of waste water lagoons, facilities and utility operations while adhering to strict environmental regulations.
- Took charge of Victory Base drawdown planning providing cost and space utilization studies and courses of action to reduce or relocate over 1,600 members of United States Forces-Iraq headquarters reducing energy costs by \$200,000 per year and returning palaces to the Iraqi Government.

Asset Management Flight Chief - Goodfellow AFB, TX, December 2011 - June 2012

Led a team of planner and program managers. Provided overall direction and management for base comprehensive planning. Directed development and management of environmental, energy, privatized military housing, unaccompanied military housing and property programs.

- Researched and promoted landfill gas generators with City of San Angelo capable of providing 37% of base energy requirements for 20+ years with potential savings of over \$1.1 million annually.
- Eliminated multiple inherited “notices of violations” with the Texas Commission on Environmental Quality by researching appropriate regulations and fixing or successfully challenging violations.

Readiness and Emergency Management Flight Commander - Minot AFB, ND, April 2011 - December 2011

Led 10 personnel in providing full-spectrum Emergency Management (EM) for two wings’ missions at a missile field spanning 8,500 square miles. Directed chemical, biological, radiological, nuclear and weapons of mass-destruction training programs for 4,600 personnel, the base EM Working Group and the Installation Readiness Board.

- Directed Emergency Operations Center operations and base support during multiple real-world emergencies. Led the safe response and recovery of a sensitive \$10 million Payload Transporter. Provided support to the State of North Dakota during the 2009 floods by procuring, assigning and tracking equipment and personnel.
- Revitalized base EM program by rewriting an out-of-compliance Comprehensive Emergency Management Plan and clearing out a four year logjam by achieving plan approval from two wing commanders. Reestablished EM staff assistance visit program and accomplished the first assessments in more than a year.
- Bolstered contingency and disaster readiness by investigating and procuring 99% of all regulation-mandated equipment and increasing readiness training for base personnel by 233% leading to the success of Minot’s operational readiness inspection.

Chief of Construction Management/Unit Section Commander - Minot AFB, ND, April 2010 - April 2011

Supervised ten military and civilian construction inspectors responsible for over \$40 million in construction throughout the base. Orchestrated contract award and construction activities including site visits, design reviews, daily inspections and reporting, scheduling and final acceptance. Ensured contractor compliance with government standards and briefed leadership on construction status.

- Provided executive support to the squadron staff with over 300 military personnel. Delivered counseling and guidance to junior enlisted and officers and, when necessary, assisted squadron supervisors with disciplinary issues. Prepared and briefed colonels on a multitude of topics regularly.
- Managed \$5.8 million of airfield repair projects and ensured high-quality product 50 days ahead of schedule.
- Investigated and assessed roof damage after severe wind storm and advocated for warranty replacement while ensuring that expedient, temporary repairs were in place to protect facility from further damage.

Project Manager - Ali Al Salem Air Base, Kuwait, October 2009 - April 2010

Worked hand-in-hand with seven engineers to provide engineering support to both the United States and Kuwaiti Air Forces. Managed projects from “cradle-to-grave” providing statements of work, basic designs and guidance for contracting projects. Authored technical proposal reviews and oversaw over \$7.7 million in construction.

- Orchestrated C-17 mission expansion by designing a maintenance facility and managing a \$4.49 million ramp repair project resulting in 66% more aircraft capacity at the base.
- Designed and managed new munitions storage lightning protection at Ali Al Salem Air Base after completing thorough assessments of lightning protection systems at Al Jaber Air Base and Ali Al Salem Air Base, enabling 50% more area for storage.