

Shawn M. Settles

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Summary

Passionate and results-driven professional with a distinguished 23-year military career, showcasing mastery in analytical skills and project management. Proven expertise in leveraging data for strategic decision-making.

Professional Experience

Senior Intelligence Analyst | U.S. Army

- Managed and safeguarded high-value assets with zero losses, demonstrating meticulous attention to detail and accountability.
- Designed and implemented a database supporting Counter-Intelligence efforts, enhancing data-driven decision-making capabilities.
- Analyzed and processed intelligence reports, contributing to a comprehensive understanding of the operational environment.
- Collaborated with diverse teams to enhance intelligence collection capabilities, showcasing effective communication and teamwork, increasing capabilities by 50%.
- Implemented a database system for tracking force protection concerns, improving efficiency and knowledge transfer to successor.

Leadership and Project Management

- Successfully led a team turnaround, demonstrating strong leadership and managerial skills to improve overall production quality.
- Conducted training programs to enhance analytical capabilities, showcasing proficiency in instructional design and execution.
- Ensured compliance with administrative requirements, contributing to improved company ratings.
- Delivered critical intelligence, demonstrating the ability to provide actionable insights in high-pressure environments.
- Innovated intelligence products to improve aviation safety, highlighting creativity and strategic thinking.
- Established standards for intelligence products, contributing to increased analytical effectiveness.

Skills

- **Analytical Skills:** Proficient in analyzing complex data sets to derive actionable insights.
- **Project Management:** Proven ability to lead and manage projects, ensuring timely delivery and high-quality outcomes.
- **Leadership:** Effective leadership in challenging environments, leading to improved team performance.
- **Database Management:** Experience in designing, developing, and maintaining databases for intelligence purposes.
- **Training and Development:** Skilled in training and developing personnel for enhanced operational capabilities.
- **Collaboration:** Demonstrated success in forging working relationships with diverse teams and agencies.

Education

- *Cochise College, Associate of Applied Science, Intelligence Operations Studies (2017)*
- Master Leaders Course (112 hours), PM Processes; Planning Methodology; Human Dimension (2019)
- Senior Leaders Course (240 hours), Servant Leadership; Briefings; Public Speaking (2016)
- Advanced Leaders Course (300 hours), Scope Development; Quality Control; Problem Solving (2008)

Contact

Thank you for considering my application. I look forward to the opportunity to discuss how my skills align with your goals in more detail.

Sincerely,

Shawn Michael Settles