

## **BRYAN BURT**

21 Maryland Ave - Annapolis, MD 21401

(808)780-9302

[BryanBurt88@gmail.com](mailto:BryanBurt88@gmail.com)

### **OBJECTIVE: Director of Training and Leadership Development**

#### **HIGHLIGHTS OF QUALIFICATIONS**

- Accomplished Training Specialist and Program Manager with over 20 years of leadership, management, and planning experience for the U.S. Navy. Director of Training, Director of Operations, Program Analyst, Project Manager, and Facilities Manager for the U.S. Navy. Naval Flight Officer, Tactical Coordinator, and Mission Commander on Navy land-based aircraft. Military veteran with over 20 years of service in the United States Navy.
- Dedicated mentor, coach, and leadership development trainer for over 8 years at the U.S. Naval Academy
- Independent certified coach, teacher and speaker with the John Maxwell Team. Providing expert leadership coaching and training through small group and one-on-one training opportunities.

#### **AUG 2008-PRESENT- Director of Campus Ministry/United States Naval Academy, Annapolis, MD**

- Master curriculum developer and facilitator. Built and executed a detailed four-year personal development plan for over 800 students at the United States Naval Academy. This included assessing learning needs, and seeking or developing learning solutions for target students. Used interactive experiential learning and mentoring sessions to facilitate the total learning process.
- Designed and developed a learning and development strategy for students at the United States Naval Academy. Honed specific solutions and content to develop professional and personal growth strategy.
- Expert mentor and coach on a myriad of topics to include goal setting, financial planning, decision making, conflict resolution and others. Logged over 4500 hours of one-on-one time as mentor and coach.
- Works with leadership team to review key metrics within organization, and facilitate continuous improvement within the organization by utilizing student feedback and analytical data. Constantly looking for improvements in the way that we provide mentoring and leadership development to the students.
- Recruited, trained and managed a team of volunteers to execute small group and one-on-one training and mentoring sessions to one-hundred students weekly.
- Self-starter with a strong work ethic that easily handled consistent administrative and project deadlines to meet weekly and monthly schedules of events. Strong organizational skills and attention to detail provided seamless ongoing yearly schedule that encompasses over 1000 different annual activities or meetings.
- Adept in using Microsoft productivity tools like Word, Excel, PowerPoint, Publisher, Project and others, easily use social media and Constant Contact to market and publicize events. Developed and managed local website using iWeb from Apple.

#### **MAR 2014-PRESENT- Certified Coach, Teacher, and Speaker with the John Maxwell Team**

- Approved to train leadership topics and learning systems through coaching, lunch and learn, mastermind groups, and large group training sessions through the John Maxwell Team.
- Facilitated training sessions on various leadership topics to include leadership and growth principles, character development, effective communicating and goal development.
- Hosted annual leadership conference with simulcast leadership training. Responsible for local marketing and planning for the annual event. Responsible for the creation of participant guide and materials.

#### **APR 2005- JUN 2008 - Facilities Manager, Marine Corps Base Hawaii, Kaneohe, HI**

- Managed and provided detailed oversight to all Navy facility support to operational forces on Marine Corps Base Hawaii.
- Responsible for development and training of a diverse staff of over 60 personnel, across four locations on Marine Corps Base Hawaii. Developed and facilitated ongoing group training in teamwork, leadership, goal setting, HR topics and new Navy pay system. Developed and executed mentoring program to team up staff with local mentor.
- Responsible for oversight and implementing a \$5M budget for facilities management, information technology support, and personnel support.

### **MAR 2002-MAR 2005 - Operations Security Program Manager, Washington DC**

- Established and managed Department of the Navy operations security program. Catalysts behind Chief of Naval Operations initiative to improve overall Navy operational security
- Developed and facilitated Navy Operations Security training course to include learning objectives and interactive and experiential learning activities throughout the course.
- Authored and implemented Department of the Navy operations security instructions and memorandums in support of Chief of Naval Operations directives.
- Managed a \$1M budget to promote and educate the entire Navy on established operations security policy.
- Program Analyst for over 50 military technical program documents in direct support of the Chief of Naval Operations and the Secretary of the Navy. Responsible for preparation and briefing detailed and informative position papers for each.

### **MAY 2000-FEB 2002 – Operations, Training and Safety Officer, Patrol Squadron FIVE, Jacksonville, FL**

- Director of Training for a Navy squadron of over 360 personnel. Responsible for facilitating, coordinating and annotating all required training for all personnel. Trained and facilitated small and large groups in professional, HR topics, safety and other required training. Responsible for detailed scheduling of operational plan for daily, weekly, monthly and yearly training and operational events.
- Trained over 600 students in navigation and radio communication skills on Navy aircraft using classrooms, simulators and in flight instruction. Consistently called on to produce new training lessons on the proper use and employment of new technology on Naval aircraft.
- Implemented safety program for 360 personnel through safety briefings and training, evaluations and ongoing corrective actions to maintain highest standards. Trained individuals in home safety, vehicle and motorcycle safety, on the job safety and aviation safety topics.
- Director of Operations for a Navy squadron of over 360 personnel, managing and coordinating over 1200 aircrew training and operational events during flight operations directly following 9/11 attacks.
- Planned and managed the execution of a \$3M budget resulting in over 600 operational flights totaling 3200 flight hours. Flawless leadership and management of resources resulted in achieving readiness goals one month ahead of schedule.

### **EDUCATION**

- Enrolled M.B.A. (Human Resources), Liberty University, Lynchburg, VA – Fall 2017
- M.A. National Security & Strategic Studies, Naval War College, RI - 2006
- M.A. Management, Webster University, St Louis, MO - 1997
- B.S. Oceanography, U.S. Naval Academy, Annapolis, MD – 1988

### **AWARDS & DECORATIONS**

- Recipient of 18 separate awards and commendations for exceptional military leadership and service with the highest award being the Meritorious Service Medal.