

# JON MCCLOSKEY

Indianapolis IN | 843-495-0813 | jon.mccloskey8511@gmail.com

<https://www.linkedin.com/in/jon-mccloskey-maol-1139a782/>

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## PROFESSIONAL SUMMARY

Veteran. **Operations Director** Professional with over 22 years of strategic military experience. Innovative professional with the ability to plan and implement strategic initiatives while optimizing overall compliance objectives. Demonstrated success in devising strategies, overseeing Human Resources operations, evaluating financial performance, developing and endorsing positive culture, and directing organizational strategy. Leads teams by developing and applying policies and systems, while crafting new operational processes to drive business success and control costs. Proficient in forging relationships with diverse professionals and key stakeholders. Effective communicator with strong problem-solving, analytical, interpersonal skills and an outstanding commitment to team environment dynamics. Top Secret clearance. Career supported by a Master of Organization Leadership.

- Leadership Development
- Operational Planning
- Diversity and Inclusion
- Teaming/Strategic Partnerships
- Safety & Compliance
- Policy Implementation
- Project Management
- Quality Assurance & Control
- Change Management

## OVERVIEW OF KEY CONTRIBUTIONS

- **Project Management and Leadership** – Established new Operating Procedures for the organization that streamline the training's efficiency and are recorded in the system. Resulting in 75% more training time in the organization.
- **Career Path Coaching** – Identified four career development deficiencies and applied innovative initiatives by developing collaborative learning programs amongst five DoD components, which resulted in a 52% increase in course completion and advance establishment promotions.
- **Training and Development** – Dedicated over 400 hours to coordinating with ten internal and numerous external agencies to ensure all business and organizational strategic objectives were understood and successfully met.

## PROFESSIONAL EXPERIENCE

US Marine Corps

**Senior Business Director (Battalion Sergeant Major)**

**Jul 2018– Present**

- Collaborates with senior leadership, such as the board of directors and executives, to align business operations with strategic operations. Serve as a bridge between executives and employees in all matters of concerns and training.
- Oversee all logistics and administrative procedures within the organization during the relocation of Marine Force Special Operations Commands West to the East Coast, ensuring the project maintained continuous progress.
- Assures compliance with organizational policies and procedures in each organizational-level, functional areas, resulting in numerous inspections that resulted in all areas of the organization in compliance.
- Coordinates with all required internal and external agencies to ensure budget requirements were not exceeded throughout the Battalion relocation progression. Resulting in a reduction of cost of 23 % in the overall budget during the consolidation.

**Director of Operation (Company First Sergeant)**

**Jul 2016 – Jul 2018**

- Directed (10) supervisors, (15) managers, and (127) crew members on developing a streamlined daily operational procedure, resulting in increased training proficiency by 32% and reduced training hazards by 15%.

- Revamped nine company-driven operational processes to expedite assigned tasks within strict parameters, including budget management and timeline efficiency.
- Directed and executed 250 leadership development classes, 24 leadership engagements with key stakeholders, and 80+ organization events, for executive and intermediate level(s) of schools, across multiple geological locations, with no incidents reported.
- Trained, coached, and mentored 35 intermediate-level management to ensure they met their target goals and expertly analyzed and applied individual and organizational career development progressions.
- Provided training and counseling to more than 700 candidates while aiding in military skills and professional development classes during eight ten-week-long, mentally, and physically challenging colloquium while maintaining an overall 96% percent success rate.

**Director of Operation (Company First Sergeant)**

**Jul 2014 – Jul 2016**

- Introduced innovative techniques to increase operational productivity by 22% and decrease labor costs by 8%.
- Oversaw all operation and logistic maneuvers for six cross-functional teams and all military-grade and government-furnished equipment. Forged lucrative relationships with 12 key stakeholders based on trust and rapport.
- Inspected and instructed over 1200 highly trained US Marine and Navy Officer and Enlisted Active, Active Reserve, and Reserve components across three separate geological remote sites, stemming across a multitude of occupation specialties, spearheading the organizational strategic five-year stance.
- Identified four career development deficiencies and applied innovative initiatives by developing collaborative learning programs amongst five DoD components, which resulted in a 52% increase in course completion and advance establishment promotions.
- Allocated \$2M budget in allowances, pay, and travel costs and handled \$250K for 200+ events.

**Senior Operations Supervisor (Company Operation Chief)**

**Jul 2011 – Jul 2014**

- Spearheaded the implantation and management of a high tempo Annual Training Plan, providing insight, process improvement, and mentoring operational leaders.
- Designed over 100 new course initiatives and producers to align with the ever-changing operational environment while maintaining the business and organization strategic outlook to FY20
- Authored, revised, approved, and implemented tactical Operational Risk Management worksheets, for 600 training evolutions and events, before commencing, thus producing one-hundred percent risk mitigation.

**Other Military Experience**

**Jan 1999 – July 2014**

Academic Chief Instructor	2008-2011
Front Line Supervisor (Parris Island Drill Instructor)	2005-2008
Squad Leader (Team Leader)	1999-2005

**EDUCATION**

**Master of Organization Leadership** • Brandman University, Irvine CA June 2019-2020 3.8 GPA

**Bachelor of Science, Criminal Justice** • Penn State University, State College, PA 2011-2015

**TECHNICAL SKILLS**

**Software:** Microsoft Office (Excel/Word/PowerPoint/Outlook), SharePoint

**Operating Systems:** Mac / Microsoft Windows

**MILITARY AWARDS**

Bronze Star with Combat Valor | Meritorious Service Medal | Navy and Marine Corps Commendation Medal (3X)  
Navy and Marine Corps Achievement Medal (3X)