

**ERIKA U. CRAMER**

CLARKSVILLE, TN 37040

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

**SUMMARY**

- Over 7 years of managerial experience
- Possesses active U.S. government secret security clearance
- Strong written, verbal, and interpersonal communication skills
- Expert computer skills and MS office proficiency
- Strong project management skills
- Dependable fast learner capable of comprehending new systems, methods and information
- Willing and able to travel to conduct duties of the job

**PERSONAL INFORMATION**

- Country of Citizenship: United States of America
- Veteran Status: 5 Point Veteran
- Reinstatement Status: Not Eligible
- Civil Service Status: No prior civil service appointment

**WORK EXPERIENCE**

Assistant Battalion S3 Operations Officer, March 2011-Present  
United States Army  
2745 Kentucky Avenue  
Fort Campbell, Kentucky 42223  
Supervisor: Marcus Vartan/Marshall Sybert  
Hours per week: 40-50 hours  
Salary: \$6,500.00 per month

**Duties and Responsibilities:** Assists with providing criminal investigative services, training, administrative and logistical support within an 11 state area of responsibility ranging from Alabama into Canada and support to 39 Army installations, facilities and MACOMs. Directs and synchronizes the battalion staff. Supervises and coordinates the Organizational Inspection Program and Staff Assistance Visits. Receives orders and coordinates deployment planning for all units and individual agents in the battalion.

**Accomplishments:**

- Assessed, planned and supervised the preparation and execution of a command inspection and inspector general inspection. Unit received commendable/satisfactory ratings in over 20 categories.
- Coordinated resources (land, food, billeting, transportation, etc) amongst numerous

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agencies across Fort Campbell to train, test, and validate two deploying units, a total of approximately 60 personnel.

- Managed the calendar of training and personal events for my immediate supervisor.
- Developed and managed both electronic and paper files of required documents, emails, tasks and projects.

Company Commander, November 2009-March 2011

United States Army

Fort Campbell, Kentucky 42223

Supervisor: Ignatius M. Dolata, Jr.

Hours per week: 40-60 hours

Salary: \$6,500.00 per month

**Duties and Responsibilities:** Responsible for the training, supervision, and well being of a Headquarters and Headquarters Detachment consisting of over 90 US Soldiers. Responsible for the operational readiness, maintenance and accountability of property valued in excess of \$7M and an annual operating budget of \$250,000. Further responsible for planning, posturing, and deploying personnel and equipment anywhere within the United States within 48 hours to support humanitarian efforts.

Accomplishments:

- Directed team activities, established task priorities, established systems for reporting and communication on project milestones, provided guidance, and ensured the availability of resources for an organization of 90 personnel.
- Successfully implemented and managed a calendar of events.
- Counseled junior officers quarterly on their performance.
- Coordinated training, administrative, and logistical activities with unit's staff to ensure the company's objectives were accomplished efficiently and effectively.
- Managed and approved the credit card transactions of seven credit card holders within the organization ensuring each was a good steward of the government's money in procuring needed supplies and equipment.
- Effectively communicated unit's focus, goals, objectives, issues, as well as highlights during a weekly meeting with the Commander and staff.
- Recipient of the Award for Army Maintenance Excellence.
- Successfully recalled 100% of personnel, packed, and prepositioned equipment to include vehicles within 48 hours to support humanitarian relief efforts in Haiti.

Logistics and Maintenance Officer, September 2006-November 2009

United States Army

Fort Campbell, Kentucky 42223

Supervisor: Peter Reyman/Darrell Sides

Hours per week: 40-60 hours

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Salary: \$5,500.00 per month

**Duties and Responsibilities** Served as the primary advisor to the Battalion Commander on all logistical issues. Responsible for supervising and coordinating logistical support for more than 1,400 Soldiers to include management of contracts, oversight of property accountability, management and execution of a \$3M budget. Served as unit fund manager, billing official, food service manager, and section supervisor.

Accomplishments:

- Coordinated training and distribution of twelve M1117 Armored Security Vehicles; a first for any unit in the continental US.
- Coordinated training and distribution of over 125 MRAPs, as well as the system upgrades, for nine deployed units across 200 miles of Iraq.
- Coordinated with multiple organizations to create and implement a policy to centrally manage and issue law enforcement gear at the installation level for all Military Police Soldiers.
- Prepared and executed a \$3 million dollar annual budget to ensure personnel had equipment and training required to meet the organizations goals and objective.
- Planned and executed staff meetings, conference calls, and events weekly.

Brigade Combat Team Platoon Leader, November 2004-September 2006

United States Army

Fort Campbell, Kentucky 42223

Supervisor: Chester N. Hahn

Hours per week: 40-60 hours

Salary: \$4,000.00 per month

**Duties and Responsibilities:** Responsible for the fitness, morale, training, and welfare of a 42 Soldier platoon and their families. Also responsible for the maintenance and accountability of vehicles, equipment, and sensitive items valued in excess of \$1M. Served as the Company Safety Officer.

Accomplishments:

- Conducted law enforcement at Fort Campbell, ensuring the public safety of 90,000 Soldiers, family, and civilians.
- Operated a Centralized Detention Facility in a deployed environment, processing over 1200 detainees in a single year; lauded as the best brigade level detention facility in Iraq.
- Planned and executed a week long training exercise to validate the readiness of the 42-person unit.

## **EDUCATION**

- Military Police Captains' Career Course – Fort Leonardwood, MO, 2009 – Upper division baccalaureate category, 3 semester hours in police management and 3 in leadership
- Military Police Officer Basic Course – Fort Leonardwood, MO, 2004 – Upper division baccalaureate category, 3 semester hours in advanced military science and 1 in police supervision
- B.A., Criminal Justice/Psychology/Sociology – Magna Cum Laude, Lycoming College, Williamsport, PA, 2004

## **TRAINING**

- Government Purchase Card (2011)
- Street Crimes Course (2010)
- Commanders Course (2010)
- FEMA NIMS Training (2009)
- PBUSE Operators Course (2007)
- Logistics and Maintenance Officer Operation Iraqi Freedom (2007-2009)
- Military Police Platoon Leader Operation Iraqi Freedom (2005-2006)
- Reserve Officer Training Corps (2000-2004)

## **HONORS, AWARDS, AND SPECIAL ACCOMPLISHMENTS**

- Bronze Star Medal (2) (2006 & 2009)
- Army Accommodation Medal (2009)
- Army Achievement Medal (2007)
- Honor Graduate, Officer Basic Course (2004)
- Distinguished Military Graduate, Reserve Officer Corp (2004)
- Psi Chi National Honor Society (2004)
- Alpha Phi Sigma Honor Society (2004)

# ERIKA U. CRAMER

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██████████ Clarksville, TN 37040

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## PROFESSIONAL OPERATIONS PROFILE

### ORGANIZATIONAL APTITUDE – INTERPERSONAL COMMUNICATION SKILLS – TEAM-ORIENTED LEADER

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Highly accomplished, team-oriented operations leader with in-depth experience coordinating training, scheduling, supervision, safety, and administration for cross-functional, culturally diverse teams. True team player, focused on supporting others to achieve overall goals and objectives, while maintaining compliance with operational regulations and policies. Combines logistics and project management acumen to meet and exceed set expectations. Extremely adept communicator and relationship-builder with employees, vendors, and high-level management.

Possesses active US Government Secret Security Clearance.

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## CORE EXPERTISE

Communications – International Business – Joint Ventures – Project Management – Strategic Planning – Team Leadership & Motivation – Inventory Management – Budgeting – Workforce Planning – Policy Development

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## PROFESSIONAL EXPERIENCE

**UNITED STATES ARMY** – Fort Campbell, KY

2004 to Present

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### ASSISTANT BATTALION S3 OPERATIONS OFFICER – Fort Campbell, KY (2011-Present)

Multifaceted role leveraging leadership and personnel development skills in commanding criminal investigative services, training, administration, and logistics for 39 facilities in an 11-state region spanning US and Canada. Synchronize staff, coordinate programs, facilitate visits, and orchestrate deployment planning. Evaluate performance and recommend awards for team of 15 employees, focusing on accuracy, compliance, and completeness of work. Coordinate various agencies supplying resources for 70 personnel deploying to Iraq and Afghanistan. Control supervisor's training and personal event schedules, while developing electronic and hardcopy files of vital documents, emails, tasks, and projects.

- Authored three published articles for "The Shield", a Criminal Investigation Division magazine.
- Sourced and procured necessary specialized law enforcement equipment valued at more than \$150K.
- Spearheaded preparation and execution of various inspections, garnering "Commendable" and "Satisfactory" ratings in 20+ categories of 23 total.

### COMPANY COMMANDER – Fort Campbell, KY (2009-2011)

Trained, supervised, and evaluated administrative actions for 90+ soldiers with direct management of five including directing team activities, establishing task priorities, creating reporting systems for project milestones, offering guidance, and ensuring availability of resources. Oversaw operational readiness to deploy equipment and personnel to various US locations with 48 hours of notice. Determined ability to transfer 20+ vehicles to sister companies for assistance in training and performance needs. Authored and implemented policy letters on safety, promotion, retention, equal opportunity, prevention of sexual harassment, time off, and evaluation procedures. Conducted counseling for junior officers regarding quarterly performance, and communicated goals during weekly meetings. Created systems for reporting and communication on project milestones, and approved credit card transactions of seven credit card holders. Managed \$250K budget and ensured accountability of equipment worth \$7M+.

- Supported humanitarian relief efforts in Haiti by recalling 100% of personnel and equipment within 48 hours.
- Increased supply efficiency and equipment accountability rating by more than 20% in just over one year.
- Conducted a joint inventory of \$7M worth of equipment, resulting in \$0 lost and a reduction of \$40K+ in shortages.
- Recipient of the Award for Army Maintenance Excellence.
- Led unit to set standard for nuclear, biological, and chemical room for entire Division with 20K+ soldiers.
- Innovated plan based on supervisor and external agency input to dispose of \$500K in excess training equipment.

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## LOGISTICS AND MAINTENANCE OFFICER – Fort Campbell, KY (2006-2009)

Multifaceted role overseeing logistics, billing, food services, safety, budget management, inventory, forecasting, and general management. Direct supervision of 12 reports with advisory responsibilities for 75 additional personnel regarding all organizational maintenance and logistical issues. Primary Logistics Advisor, facilitating support for 1400+ soldiers including contract management, property accountability, maintenance of 200+ vehicle fleet, and control of a \$3M budget. Created statements of work for renovation of two new buildings, liaised between 15+ government credit card holders and contacting office, and orchestrated weekly staff meetings and conference calls.

- Coordinated first training and distribution of twelve armored security vehicles in continental US.
- Led multiple organizations in policy creation to centrally manage law enforcement gear for all Military Police Soldiers.
- Executed \$3M annual budget ensuring acquisition of equipment and training required to meet the organizations goals.
- Received various accolades for exceptionally meritorious service including a Bronze Star Medal, an Army Commendation Medal, as well as an Army Achievement Medal for outstanding achievement in logistics and maintenance arenas.

## BRIGADE COMBAT TEAM PLATOON LEADER – Fort Campbell, KY (2004-2006)

Coordinated training and distribution of more than 125 Humvees (HMMWVs) and Mine Resistant Ambush Protected (MRAP) vehicles, as well as safety system upgrades for more than nine deployed units. Versatile operations management position overseeing safety, training, and employee satisfaction for 42 soldiers and associated family, as well as maintenance and accountability for all vehicles, equipment, and sensitive items valued at \$1M+. As mid-level Manager, oversaw equipment, training, certification, detention operations, and law enforcement initiatives necessary to control 110% growth in company personnel within a two-year period.

- Ensured public safety of 90K soldiers, families and civilians through law enforcement efforts.
- Orchestrated week-long training exercise to validate readiness of 42-person unit.
- Assumed role as Company Safety Officer and received accolades and a coin from Division Safety Officer for exceptional diligence in a deployed environment, ensuring compliance with all necessary regulations.
- Spearheaded Centralized Detention Facility, processing over 1200 detainees in a single year; lauded as best brigade level detention facility in Iraq and garnered Bronze Star Medal.
- As Honor Graduate (ranked #2 of 40) and Distinguish Graduate (ranked #23 of 3K+) of military officer courses, received acceptance into Psi Chi National Honor Society and Alpha Phi Sigma Honor Society.

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## **EDUCATION & TRAINING**

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**Bachelor of Arts**, Criminal Justice, Psychology, Sociology – Lycoming College – Williamsport, PA (2004)

Upper Division Baccalaureate Category Military Police Officer Basic Course – Fort Leonardwood, MO (2004)

Upper Division Baccalaureate Category Military Police Captains' Career Course – Fort Leonardwood, MO (2009)

Government Purchase Card

Street Crimes Course

Commanders Course

FEMA NIMS Training

PBUSE Operators Course

Logistics and Maintenance Officer Operation Iraqi Freedom

Military Police Platoon Leader Operation Iraqi Freedom

Reserve Officer Training Corps