

MATTHEW ANTAL, PHR

824 Prairie Sky Way, O'Fallon, MO 63368 • matthew.antal@gmail.com • (757) 869-3069

Leadership • Program Management • Maintenance • Operations • Training and Development

Transitioning Military Officer with 10 years of leading personnel in dynamic environments. I possess 10 years of experience managing personnel and programs in both technical and non-technical fields. Seeking to leverage my managerial, communication, and problem-solving skills to grow in a new role at your company.

EDUCATION:

Bachelor of Arts in History

Old Dominion University, Norfolk, VA., 2007

EXPERIENCE:

Navy General Skills Training

Learning Site Lead Instructor – Groton, CT

2016 - 2018

Supervised senior enlisted instructors in the delivery of formal leadership and instructor training. Trained over 200 Naval instructors and over 100 drug and alcohol program managers annually.

- Managed the development, qualification, and employment of five senior enlisted instructors. Coordinated and delivered Naval instructor qualification courses at two learning sites.
- Evaluated instructors for professional delivery and instructor traits, and technically correct delivery of subjects.
- Managed Mobile Training Team courses at four sites not regularly supported by General Skills Training.
- Planned and executed preparations for learning site administrative audit. Utilized self-assessment and plan of actions and milestones to identify and correct numerous pre-existing deficiencies. Efforts resulted in zero discrepancies during FY17 administrative audit.
- Organized and allocated resources for five classrooms, including two technology-based classrooms. Supported training schedules of outside entities, providing resource and administrative support to 19 additional class convenings.

Navy Recruiting District Chicago

Assistant Operations Officer - Great Lakes, IL

2013 - 2015

Managed the attainment of recruiting goals for all Navy Active, Reserve, and Recruit Officer Training programs for Northern Illinois and Wisconsin. Supervised 215 Enlisted and Officer recruiters, support personnel, and civilians at 52 recruiting stations and two Military Entrance Processing Stations.

- Directly managed the Active and Reserve Officer recruiting programs resulting in the accession of 87 Active Component Officers and 38 Reserve Component Officers. Supervision and training initiatives led to 120 percent of nurse goal attainment, 110 percent of general officer goal, and 140 percent of diversity goal.
- Managed the recruiting district's civilian hiring process. Directly responsible for the vetting, interviewing, and onboarding of 9 government civilian employees.
- Developed officer recruiting team through monthly training sessions, resulting in the qualification of all eight recruiters. Chaired monthly qualification boards for recruiting station supervisors and new recruiters. Chaired career development boards for recruiters to assess professional progression and ensure quality work/life balance.
- Managed recruiter and processor productivity through monthly production and personnel reviews and briefed personnel and production status to district senior personnel.
- Developed and managed officer recruiter performance goals. Conducted quarterly officer recruiter production reviews and briefed officer recruiters on goal changes, areas of improvement officer recruitment, and production strengths and weaknesses in divisional enlisted recruitment production.
- Communicated officer recruiting marketing plan through the development of the recruiting district's Marketing and Operations Plan, providing a highly detailed marketing plan for the recruitment of Naval Officers in the Chicago and Wisconsin areas.

Navy Recruit Training Command

Department Manager, Great Lakes, IL

2012 - 2013

Supervised 4 Barracks Officers and 140 Recruit Division Commanders in the operation of four 172,000 square foot recruit barracks and two 65,000 square foot ceremonial drill halls, and the initial Naval training of 18,000 recruits annually.

- As Command Duty Officer, directed a 35-person watch team accountable for the safety of over 1,000 staff members and 8,000 recruits, and the safe operation of 12 recruit barracks and 27 support facilities.
- Hand selected to escort senior naval leadership and high-ranking civilians through program facilities and briefed them on recruit training operations, which resulted in continued funding for recruit training facilities.
- As In-processing Division Officer, supervised the receipt and processing of 1,000 new recruits weekly.

USS Fort McHenry (LSD 43)**Main Propulsion Assistant/Auxiliaries Officer**, Virginia Beach, VA

2010 - 2011

Managed the maintenance and operation of the ship's main propulsion system and auxiliary engineering systems, and associated Propulsion Plant Programs.

- Managed the overhaul of the ship's main propulsion and auxiliary engineering systems during and 18-month maintenance availability period. Included the overhaul of five air conditioning units, steering and galley equipment upgrades, the installation of a 250-ton air conditioning unit, and main propulsion diesel engine bearing change-out.
- Supervised engineering safety programs. Conducted daily safety inspections in all engineering spaces. Ensured compliance with NAVOSH and OSHA safety regulations.
- Communicated department productivity to senior Naval personnel and shipyard management teams through daily productions meetings.
- Managed ship's lube oil and fuel oil quality control programs. Organized and supervised the onload of 512,000 gallons of diesel fuel and 14,000 gallons of lube oil. Managed the fuel oil and lube oil quality control programs.
- Managed engineering legal records program; researched and organized legal records in support of two engineering casualty investigations, showing ship's compliance with operating procedures and policies.
- Served as Engineering Officer of the Watch; directly responsible for the proper and safe operation of all engineering operations, and of all casualty control operation while underway.
- As Command Duty Officer and Anti-Terrorism Watch Officer, directed 60-person watch teams in the safe execution of all shipboard and pier-side operations. Assisted in the development and execution of the ship's anti-terrorism security preparations and procedures.

USS Stout (DDG 55)**Strike Officer/Public Affairs Officer**, Norfolk, VA

2008 - 2010

Supervised 12 personnel in the execution of Tomahawk Strike Warfare and the maintenance and operation of two vertical launching systems.

- Dedicated over 200 hours to overseeing the repair of six major vertical launching system casualties. Supervised the time-critical procurement and replacement of one defective vertical launching system cell.
- Supervised the planning and execution of strike warfare missions. Managed the training and qualification of the strike warfare team, ensuring ship passed all pre-deployment exercises on the first evaluation, earning the command its Cruise Missile Tactical Qualification.
- Compiled and edited the monthly command newsletter, wrote several articles detailing the command's achievements including one published on the Navy's official website, assisted in the coordination and execution of command social functions with host nation representatives including the writing of the Commanding Officer's speeches to foreign dignitaries and coordinated and supervised the completion of the command's cruise book.
- Served as Officer-of-the-Deck underway, responsible for the safe navigation of the ship and the safe execution of all operations onboard. Ensured the ship was able to meet all scheduled mission requirement daily.

USS Carter Hall (LSD 50)**Divisional Supply Officer/Maintenance person**, Virginia Beach, VA

2001 - 2004

Supervised 5 personnel in the daily maintenance and watch schedule for the hull maintenance work center.

- Researched, procured, and tracked the shipping and receipt of all repair parts and supplies for maintenance and repairs to shipboard piping and damage control systems. Tracked maintenance man-hours, repair parts, and supplies. Received an outstanding rating in the review of the divisional repair parts supply program.
- Repaired damaged flight-deck counter-measure sprinkler piping restoring system to 100 percent operational capability. Conducted emergent weld repairs to distilling plant heat exchangers and sewage ejection piping.
- Completed over 200 repairs to non-tight doors, shower assemblies, restroom facilities, lockers, and sleeping racks in an eight-month deployment period.
- Qualified as ship's fire marshal, damage control central supervisor, damage control team leader, and damage control scene leader. Integral in the command's completion of damage control certification; praised as the best team leader in a three-year period during evaluation at regional damage control training facility.

SKILLS :

MS Word

MS Excel

MS PowerPoint

People Management

Communication

Leadership

Team Work

Data Entry

Quality control

Safety observation

Conflict Management

Organization

Attention-to-Detail

Personnel Development

Time Management