

LIBBY LEIRE

PROFESSIONAL & LEADER

CONTACT

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📍 Phoenix, AZ

EDUCATION

Master of Communication Management

University of Southern California
2020

- Capstone: "Junior Officer Development: Communication"
- GPA 3.83

Bachelor of Science, Foreign Area Studies: Eurasia

United States Military Academy at West Point
2010

- Dean's List
- Study Abroad at Voronezh State University in Russia
- GPA 3.6

SUMMARY

Collaborative leader with over a decade of experience in building relationships, driving teams, optimizing processes, and solving complex challenges. Adept at conducting industry research to develop operational strategy, and drive decision-making. Experienced at implementing efficient systems, and fostering effective communication. Values and encourages continuous personal and professional growth through ongoing training and education of self and direct reports.

WORK EXPERIENCE

Operations Assistant 2023 - Present

AZ Fly Shop

- Supported three annual community events, raising over \$20,000 for local charities.
- Entered, tracked, and received shop orders, ensuring minimal errors to support over \$1 million in annual sales.
- Standardized data entry and management into point-of sale system, improving efficiency by 75%.
- Conducted inventory management to ensure accurate sales reporting and end-of-year numbers.

Consultant 2021 - 2023

Deloitte

- Built and managed client and project team relationships across 13 time zones for nine work-streams on four projects.
- Conducted QA/QC of project deliverables to ensure products met client standards, resulting in a 15% increase in client satisfaction scores.
- Developed and executed workflow strategies and solutions, leading to a 20% improvement in business and technology performance metrics.
- Supported business development by participating in the creation of Statements of Work for two projects.
- Managed project timelines and processes, reducing project completion times by 25%.
- Organized over 8 engagement activities for 5 Hiring our Heroes fellows, resulting in fellows gaining experience in the civilian workforce; recognized by leadership for work.

Program Manager | Supervisor | Project Manager 2018 - 2021

US Army

- Orchestrated a virtual conference for 30 leaders across three locations, resulting in a 30% improvement in strategic planning effectiveness.
- Created an organizational communication plan for leaders to use when discussing a shift in organizational requirements and changes in leadership.
- Transformed an underperforming and disjointed 25-person team across five-locations, exceeding organizational expectations by delivering results 15% ahead of schedule; processes and organizational structure are still in use.
- Guided team to re-think how courses were developed by incorporating directed guidance and student feedback to ensure courses were relevant and met requirements; new courseware and development cycle are still in use.
- Developed flexible training programs, ensuring the instruction of 200 personnel during the COVID-19 pandemic, with a 20% increase in training efficiency.
- Worked with external government agencies to identify collaboration opportunities, establish priorities, and synchronize training efforts.

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SKILLS

- Project Management
- Problem Solving
- Creativity
- Goal Oriented
- Microsoft Office
- Customer Service
- Time Management
- Eye for Detail
- Critical Thinking
- QA/QC
- Inventory Management
- Sales
- Community Outreach
- Proposal Development
- Stakeholder Management
- Document Editing
- Industry Research
- Operational Strategy
- Decision-Making
- Risk Management

HOBBIES

- Fly Fishing
- Traveling
- Hiking
- Reading

WORK EXPERIENCE (CONT)

Intelligence Officer | Supervisor | Analyst | Project Manager 2015 - 2018

US Army

- Managed relationships with internal and external stakeholders, including foreign partners, government agencies, and multiple services, while supporting a Joint Special Operations Command Task Force (TF).
- Produced and presented daily threat and analytical assessments to the TF, reducing the decision-making cycle by 40% and contributing to over 200 successful operations while deployed.
- Created and implemented a training certification program for 123 personnel in seven disciplines, resulting in a 25% improvement in unit readiness and alignment with Army guidelines.
- Standardized property accountability for equipment valued at over \$38M, achieving a 30% improvement in operational readiness; future leaders embraced the program's effectiveness.

Intelligence Officer | Leader | Analyst | Project Manager 2011 - 2014

US Army

- Coordinated with internal and external stakeholders, securing 11,000 hours of reconnaissance support, resulting in a 35% increase in operational support and facilitating 340 successful operations while deployed.
- Developed and delivered weekly analytical reports to leadership, improving situational awareness by 25% and influencing key decision-making processes.
- Synchronized over two dozen internal and external assets for crucial training exercises, enhancing operational understanding by 40%, enabling agile decision-making in a dynamic environment, and supporting over 100 fire missions; acknowledged by senior leadership for expertise and contributions.

LEADERSHIP & ACTIVITIES

Corporate Fellowship Program at Deloitte 2021

Hiring our Heroes

- Participated in a week-long apprenticeship program led by Goldman Sachs that provides transitioning military personnel the opportunity to engage with the Goldman Sachs Veterans Network and learn about the financial services industry through Goldman Sachs businesses and technical training.

Apprenticeship | Veterans Integration Program (VIP) 2020

Goldman Sachs

- 12-week internship for transitioning service-members; provides training and experience in the civilian workforce.

Member | Volunteer | Washington D.C. & Phoenix 2019 - Present

Junior League

- Supported fundraising activities to support women and children in Washington D.C. and Phoenix.