

# Phil Buckley

Technical Trainer, Information Assurance Manager,  
System Administrator, Technical Writer & Editor

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## QUALIFICATION SUMMARY

A leader and manager with over twenty years experience in leadership, management, electronics, customer service, and training who works well independently and as a strong team member.

Expertise in:

- Direct Leadership & Management (18 years)
- Maintenance Planning & Scheduling (15 years)
- Network Design, Configuration, & Maintenance (15 years)
- Computer Installation, Maintenance, & Troubleshooting (30 years)
- Electronics Analysis & Repair (20 years)
- Training Program Development (14 years)
- Microsoft Office Products (30 years)
- Top Secret Security Clearance - SCI Eligible (17 years)

## WORK EXPERIENCE SUMMARY

Senior Technical Manager, USS COLUMBIA, 2018-Present  
Department Manager, Naval Sub Support Command, 2014-2018  
Information Assurance Manager, USS LA JOLLA, 2010-2014  
Site Director, Center for Information Dominance, 2006-2010  
Senior IT Manager, USS ALABAMA, 2002-2006  
Distance Support Technician, Microsoft, 1998-1999

## EDUCATION

### Bachelor of Science in Management Information Systems

*Hawaiian Pacific University, Honolulu HI  
October 2018 - Present*

### Associate of Arts in Supervision and Management

### Associate of Arts in Information Systems

### Associate of Arts in Electronics Technology

*Coastline Community College, Fountain Valley CA  
January 2014 - May 2018*

### United States Military Apprenticeship Program

*Computer Programmer, 3288 of 4000 Hours, ETA 3/31/2020  
Internetworking Technician, 5000 Hours, Presented 2/10/2015  
Computer Operator, 2000 Hours, Presented 8/3/2008*

## CERTIFICATIONS

(ISC)<sup>2</sup> CISSP  
CompTIA CTT+  
CompTIA Security+  
CompTIA Network+  
CompTIA A+  
Microsoft MCP  
VMware VCA6-DCV

## OPERATING SYSTEMS

Apple Mac OS  
Apple iOS  
Cisco IOS  
Fedora Linux  
HP-UX  
MS Windows Server  
MS Windows Workstation  
Raspbian Linux  
Red Hat Enterprise Linux  
Ubuntu Linux

## SOFTWARE EXPERTISE

MS Exchange Server  
MS Project  
MS Visio  
MS WSUS  
MS Office Windows/Mac  
Symantec Backup Exec  
Symantec Endpoint Protection

## PROGRAMMING EXPERIENCE

Linux/UNIX Shell Script  
MS SQL  
MS VBA  
MS Windows Batch Script  
MS Windows PowerShell  
Python

## INFORMATION ASSURANCE

McAfee ePolicy Orchestrator  
Nessus Security Scanner  
Two-Factor Authentication  
Certification & Accreditation

## WORK EXPERIENCE

### Information Assurance Manager, System Administrator, Division Lead

*USS COLUMBIA, Submarine, Pearl Harbor HI, September 2018 - Present*

- Supervises a division of 12 personnel in Electronic Warfare and Information Technology.
- Enterprise Application Integration (EAI) utilization and optimization.
- Managed two disparate Windows networks: Secret and Unclassified.
- Migrated one classified and one unclassified Windows network from an operational submarine to a living barge in record time with near zero downtime.
- Supervised the installation and transition to a modernized multi-classified CANES network.
- McAfee ePolicy Orchestrator administrator for two networks.
- Duty Chief - regularly supervises in port watch sections of 12-20 personnel in matters of homeport security and daily operations.
- Client Platform Security Officer (CPSO) - audit and maintain the security of the command's Key Management Infrastructure (KMI) account.
- Command Financial Specialist - individually counseled 7 sailors, provided group training to 40 sailors.
- Drafted, revised, and edited 47 command, department, and divisional instructions, policies, and procedures to maintain compliance, relevance, and clarity.
- Designed and programmed several databases and spreadsheets for asset and message tracking.
- Designed and implemented 25 automation scripts improving server performance and data efficiency.
- Automated Digital Network System (ADNS) router management and troubleshooting.

### Department Manager, Information Assurance Manager, System Administrator

*Naval Submarine Support Command, Pearl Harbor HI, October 2014 - September 2018*

- Enterprise Resource Planning (ERP), Customer Relations Management (CRM), and Database Design.
- Led a 12 person department in waterfront submarine movements, repair, security, and IT matters.
- Identified deficiencies in daily operations and designed a database to coordinate information, including Privacy Act and HIPAA data, across five departments to manage an average annual throughput of 2000 transient and permanent staff personnel, reducing average on board time of transient sailors by 75%, saving several million dollars per year.
- Information Assurance Manager for 3 commands - ensured compliance with various Federal and civilian information assurance and compliance directives and best practices; responded to 7 security incidents.
- Designed and supervised the replacement of two disparate Navy Marine Corps Intranet (NMCI), 400 node networks, replacing an aging infrastructure providing the most modern network available to two submarine squadrons and support command of the US Submarine Pacific Fleet.
- Drug and Alcohol Abuse Program Advisor (DAPA) for 3 commands - individually counseled 75 sailors through various levels of treatment and trained 120 sailors in Naval drug and alcohol policies.
- Command Financial Specialist - individually counseled 30 sailors and held classroom training for 175 sailors in general financial concepts, investments, and retirement planning.
- Supervised the utilization of \$50,000 in revenue as the Naval Submarine Support Command Recreational Committee President and twice organized the second largest July 4th social event in Pearl Harbor.
- Collected and managed \$10,000 in revenue from fundraisers and dues as the Chief Petty Officer Association Treasurer. Enhanced efficiency in tracking, planning, budgeting, procurement, and reporting of expenses through enhanced spreadsheet design.

**Information Assurance Manager, System Administrator, Division Lead,  
EKMS Manager, Database Designer**

*USS LA JOLLA, Submarine, Pearl Harbor HI, May 2010 - October 2014*

- Supervised 8 personnel in routine IT maintenance, compliance, and Information Assurance incident response.
- Managed three disparate Windows networks: Top Secret, Secret, and Unclassified.
- Diving Officer of the Watch and Chief of the Watch - regularly supervised underway watch sections of 20 personnel in routine and mission specific ship operations.
- Duty Chief - regularly supervised in port watch sections of 12-20 personnel in homeport and foreign port security and daily operations.
- Assisted in managing and troubleshooting Top Secret networks, communications networks, communications systems, and weapons systems.
- Electronic Key Management System (EKMS) Manager Alternate - assisted in the management of the command's cryptographic communications security materials and equipment.
- Designed multiple MS Access databases to improve command performance, data management, and process improvement.
- Automated Digital Network System (ADNS) router management and troubleshooting.

**Site Lead, Primary Instructor, Curriculum Developer, Information Assurance Manager,  
System Administrator**

*Center for Information Dominance, Bangor WA, November 2006 - April 2010*

- Site Lead - supervised 4 military and 1 civilian instructors.
- Primary Instructor - Electronic Key Management System Manager (EKMS), Advanced Network Analyst (ANA), Network Security Vulnerability Technician (NSVT), and Journeyman Networking Core (J-NET).
- Routinely called upon to participate in curriculum rewrites for all courses.
- Designed major revisions to laboratory environments.
- Designated representative for 9 curriculum revision summits.
- Co-wrote several instructor guides, trainee guides, command instructions, technical papers, proposals, and other minor technical and administrative documents.

**Information Assurance Manager, Network Administrator, Division Lead,  
Database Designer**

*USS ALABAMA, Submarine, Bangor WA, May 2002 - October 2006*

- Maintained 7 Windows servers, 2 UNIX servers, 3 fiber optic switches, and 42 workstations.
- Communications Supervisor and Electronic Key Management System (EKMS) Local Element - supervised and assisted with maintaining off-hull communications during routine operations and 5 Trident Ballistic Missile Deterrent Patrols.
- Planned and coordinated the relocation of all shipboard networks to a living barge for an extended shipyard period. The relocation took place over one evening and was fully operational the next morning.

**Distance Support Technician, Database Designer, Technical Mentor**

*Microsoft, Stream International, Beaverton OR, May 1998 - October 1999*

- End-user support for MS Windows, Internet Explorer, MS Office, plus many other Microsoft and 3<sup>rd</sup>-party hardware and software.
- Established a troubleshooting database utilized by 300 team members improving team efficiency and knowledge.
- Composed 40 troubleshooting procedures for team members to utilize when supporting customers.
- Regularly sought out as a technical expert by 10 other, non-Microsoft product support teams.