

# Lana Trask

(555) 555-5555 | xxxxxxxx@gmail.com  
linkedin.com/in/xxxxxxx | City, ST

## Target Role: **Government Affairs**

*20+ Years in Governmental Affairs; Strategic Communications;  
Policy Advocacy & Development; Program Management, Planning, and Strategy*

- **Influential relationship builder**—strong ability to influence and build consensus and support for projects, programs, policies, and initiatives—expertly presenting information supported by evidence / facts to garner trust and respect. Developed strong relationships with federal government agencies and acquired extensive interagency expertise. Developed large professional network.
- **Diverse policy and program expertise**—especially in military-industrial complex and aerospace industries, with in-depth understanding of US legislative process, appropriations, advocacy and political strategy on Capitol Hill.
- **Keen analytical ability**—identified and recommended strategies, policies, and action plans that won robust budgetary support for multi-billion-dollar programs. Recognized by US Members of Congress as resourceful problem solver.

### — Executive Strengths —

- |  |                                 |                                     |
|--|---------------------------------|-------------------------------------|
| ▶ Legislative Studies (Georgetown Univ.) | ▶ Budget & Financial Management | ▶ Business Strategy & Development   |
| ▶ DAWIA Certified Space Professional     | ▶ PMP, Acquisition Expert       | ▶ Leader, Mentor, & Team Builder    |
| ▶ Policy/Program Development             | ▶ Building Coalitions           | ▶ Procurement                       |
| ▶ Government & Public Relations          | ▶ Program/Project Management    | ▶ COO Experience                    |
| ▶ Customer Requirements & Delivery       | ▶ Process Improvements          | ▶ Mediation & Negotiation Processes |
| ▶ Research / Due Diligence               | ▶ Crisis Communications         | ▶ Strategic Communications          |

### — Leadership & Professional Accomplishments —

**United States Air Force (USAF) Financial Management, Budget & Comptroller** **US Capitol, Washington D.C.**  
**Government Affairs / Congressional Budget & Appropriations Liaison** 1/2010 to Present

*Represented US Air Force Secretary and Chief of Staff directly to Members of Congress and staff to achieve legislative goals.*

- **Policy Advocacy:** Delivered strategic recommendations on policy, programs, and response—demonstrating top ability to analyze, report on, and communicate with federal legislative and executive branches and staff on USAF funding priorities including F-35, KC-46, Long Range Strike Bomber, and Evolved Expendable Launch Vehicle.
- **Strategic Communications:** Held 450+ strategic meetings and 30 global fact-finding delegations with Members of Congress and their staff. Tracked detailed legislative histories and voting records of US Congressional members.
- **Budget & Appropriations:** Successfully advocated for funding (up to \$160.5B) USAF priorities for 5 fiscal years through the passing of the National Defense Authorization and National Defense Appropriations Acts.
- **Senior-Level Advising:** Prepared senior military and civilian leadership for 20+ Congressional hearings, as well as meetings with House leaders, Committee Chairs, Members of Congress, and key staff.
- **Relationship Building:** Interfaced daily with key Members of Congress and their staff—developing far-reaching network including executive and legislative branches, DoD and industrial base partners, and leading educational institutions.

**USAF, Acquisition Development** **Pentagon, Washington, D.C.**  
**Chief — Acquisition Professional Development Policy** 6/2009 to 1/2010

*Directed professional development for Air Force military and civilian acquisition workforce.*

- **Management & Team Building:** Led, trained, and evaluated staff of 20, building positive results-focused team culture and establishing an inclusive work environment.
- **Human Resources:** Developed framework and performance standards for critical leadership positions for 15 distinct career paths and 127K personnel. Translated complex technical data into clearly defined skill areas for staff role definitions.

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## — Leadership & Professional Accomplishments —

Defense Acquisition University  
Professor — Acquisition Management

City, ST  
7/2005 to 6/2009

*Developed and delivered first-rate training curriculum focused on acquisition processes.*

- **Training Development & Delivery:** Upgraded and fortified training programs; overhauled curriculum affecting \$70B budget; led teams during program assessment of \$1.2B program deployment; and saved \$150K by restructuring advanced program management course.
- **Strategic Communications:** Authored training documents for workforce of 130K, including Project Management Institute publication, which set new industry standards and benchmarks for acquisition strategy and tactics. Conducted nationwide lecture series entitled “Future Trends in Defense Acquisition,” training a total of 3,400.
- **Operation Enduring Freedom:** Selected for 6-month assignment to Washington D.C. as case writer to review sensitive intelligence documents. Promoted to lead role overseeing training of 31 joint service officers. Served as interagency liaison between the DoD and the Department of Justice for military tribunals.

*— Special Honors: Selected as Researcher of the Year and the Western Region’s #1 Instructor —*

Defense Contract Management Agency  
COO & Program Integrator — Space Tracking and Surveillance System (STSS)

City, ST  
7/2002 to 7/2005

*Focused critical resources on priorities and won customer praise.*

- **Customer Requirements:** Received customer accolades for contributions in securing \$4.7B Advanced Technology Support Program III award. In addition, oversaw contractor performance and resource allocation during program’s crucial initial phase, efforts that resulted in \$15B in added value.
- **Partnership Building:** Developed partnership with USAF Space and Missile System Center (SMC), resulting in \$1.6B technology deployment. Developed benchmark briefings for SMC Commander. Wrote delegation agreements and provided contract input for three subcontractor facilities, as well as developed multiple SOW and project plans.
- **Program Operations.** Deployed as Contract Administrator supporting 170K+ coalition forces; executed \$5.2B Logistics Civil Augmentation Program over 60 sites (90K square miles) during a complex U.S. logistical rotation of 110K troops *into* and 130K troops *out of* Iraq.
- **Contract Negotiations:** Oversaw \$872M contract award that involved leading 16-member team during program restructuring and contract negotiations.

## — Early Experience —

**Project Manager (8/2001 to 6/2002). USAF Assignment to The Boeing Corporation (City, ST)**

Handpicked from pool of 9K to serve onsite assignment at Boeing. Analyzed 20+ performance changes and process improvements that centered on cost reduction and aircraft performance. Developed strategic plan for contract compliance, introducing automated process to streamline operations.

**Multiple Project Leadership Roles (6/1997 to 6/2001). USAF, Space and Missile SYSTEMS Center (City, ST)**

Led 60-member elite team for Space Lift Range Command and Control Upgrades division. Directed \$160M safety system acquisition for spacelift ranges at Vandenberg AFB and Cape Canaveral AFS. Coordinated wide-ranging operational needs with Air Force Space Command. Met 100% of launch schedules by identifying 80+ critical improvements and 70+ system specification changes. For Satellite Control Network, led team of 62 in managing user requirements on \$347M project. Reduced staff turnover by 30%+ and saved \$5M in hiring costs.

*— Special Honor: Achieved “Outstanding Performer of the Year” out of 750 managers —*

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## – Education & Professional Development –

### **MBA, 1998**

University of Phoenix

### **BS, Business Administration, 1994** (*summa cum laude*)

University of Southern Colorado

### Additional Training

#### **Level II, Business Financial Management, 2014**

Defense Acquisition Workforce Improvement Act

#### **Level III, Space Professional, 2011**

USAF Space Professional Functional Authority

#### **Certificate in Legislative Studies, 2012**

Georgetown University, Government Affairs Institute

#### **Level III, Program Management, 2003**

Defense Acquisition Workforce Improvement Act

#### **Air War College, 2012**

USAF Air University / Strategic Leadership

#### **Project Management Professional (PMP) Certification**

Project Management Institute, 2002

## – Honors & Team/ Individual Awards –

“Researcher of the Year,” DAU

“Military Officer of the Year,” DAU Western Region

“Leadership Excellence Award,” DAU Western Region

“Best System Program Office,” in Air Force Material Command

“Distinguished Graduate,” NCO Leadership School

“Distinguished Graduate,” Officer Training School

“Distinguished Graduate,” NCO Academy

“Outstanding Enlisted Military Rep,” Chamber of Commerce,  
Colorado Springs

Unit Personnel “Manager of the Year,” USAF Academy

“Outstanding Enlisted Military Woman,” USAF Academy

“Performer of the Year,” USAF Academy

“Personnel Specialist of the Year,” USAF

“Junior Manager of the Year,” Space & Missile  
Systems Center (*chosen out of 750*)

“Performer of the Year,” Zweibruecken AB, Germany

“Valedictorian,” NCO Preparatory School,

“Outstanding Personnel Office of the Year,” (4 years)

## – Memberships –

### **Women In Defense, Capital Chapter**

Board of Directors, 2013–2015 | Sponsorship Director, 2013–2015

### **National Defense Industrial Association**

Member, 2009–Present

### **Project Management Institute**

Member, 2002–Present

### **Air Force Association**

Member, 2013–Present

### **Women in Aerospace**

Board of Directors, 2014–2016 | Program Co-Chair, 2014

Conference Planning Team, 2014

### **Congressional Women's Golf Association**

Member, 2014–Present

## – Publications –

Trask, Lana. “US XXXXXX XXXXXXXXXXXX 2025.” *Project Management Circa 2025*. Eds. XXXX XXXXX and XXXX XXXXX, 309–330. Newton Square, PA.

## – Volunteer Projects –

Raised \$4,500 for injured service members by creating cookbook with recipes from congressional staffers and legislative liaisons.

## – Security Clearance –

TS/SCI (SSBI, 2010)

– Performance Endorsements –

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**Dr. Xxxx Xxxxxxx, Assistant Secretary of the Air Force**  
**Scope: Financial Management and Comptroller**

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“Lana has grown into one of the most respected congressional liaison officers in the Air Force and is a gifted advocate that has demonstrated strategic insight and leadership.

Lana is an exceptional communicator and has the poise and tact to engage with staff and members at all levels, as well as across multiple stakeholder groups. She is able to take ideas and collaborate with others to develop successful congressional engagements that benefit multiple partners.

She has mastered the art of diplomacy and works well with congressional members and their staff. She is able to understand their concerns and manage their expectations while articulating the Air Force message. At times, Lana has to present a view that is in opposition to congressional recommendations, but she is always able to provide an alternate perspective, while remaining professional, polite, and congenial. Above all, Lana is known as an ‘honest broker.’”

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**Mr. Xxxxxxx X. Xxxxxxx, Principal Deputy Assistant Secretary of the Air Force (Acquisition)**  
**Scope: Project Management**

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“Lana has been instrumental in building relations on the Hill, in the Pentagon, and with industry and non-profit organizations. She has balanced the needs of multiple bosses ranging from Air Force Acquisition, Financial Management, and Legislative Liaison to deliver success for the Secretary of the Air Force.

She has served longer in this position than any other military liaison because senior Air Force leaders valued her ability to build relationships, identify challenges and diffuse difficult situations. On two separate occasions, senior leaders requested that her assignment be extended because of the added value she brings to the position.

As an outstanding strategist, she distilled Hill interests into spot-on hearing preparations for senior Air Force leaders. The Secretary and Chief of Staff used her words in their testimonies. She artfully defended the President’s Budget when there were an unprecedented seven Continuing Resolutions, leading to the Budget Control Act which implemented sequestration. She ensured vital Air Force missions were funded.”

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**Major General Xxxxxx X. Xxxxxxx, USAF (Retired),**  
**Deputy Assistant Secretary for Financial Management & Comptroller (Budget)**  
**Scope: Financial Management**

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“I have led, supervised and observed professionals from the lowest to the highest levels of government and found no one more professional than Lana. As a leader, I trusted her with my career and so does the Air Force Chief of Staff and the Secretary. She is the person who is out front in the Congress carrying the Air Force message. She never garbled the message and always provided valuable information and recommendations. She is a true door opener on Capitol Hill. When Congressional Members and Staffs plan their travel Lana is always on their short list of who they want to take them on the trips. She is so good trips are rearranged to accommodate her schedule. When I needed information from the House of Representatives and could not get it, I called Lana!

I have never seen a Lieutenant Colonel as good as Lana. She performed like a Colonel or greater wearing a Lieutenant Colonel uniform. She is a strategic big thinker who can see around corners! While most of her peers thought about what may come next, Lana figured it out and presented solutions. She is simply amazing.”

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**Xxxxxx X. Xxxxxxx, Brigadier General, USAF**  
**Scope: Legislative Liaison**

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“As Chief of the Air Force Senate Liaison Office, I quickly came to know the very strong reputation Lana had on Capitol Hill. Her high-energy and go-getter attitude were well known. She worked tirelessly to build relationships not only with Hill staffers, but also with other liaisons, Pentagon officials, and industry experts. This collaborative spirit was contagious and persuaded many staffers to travel with her on congressional delegations, where she highlighted Combatant Command, Department of Defense, and Missile Defense Agency missions that ensured the U.S. Air Force continued to receive the necessary funding for its most critical priorities. Lana was respected by all who knew her as a trusted advocate and knowledgeable advisor... she will make any team you have better!”

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December 8, 2021

Name  
Position  
Company  
Street Address  
City, ST 00000

Dear Hiring Manager:

It is with great interest that I apply for the position of \_\_\_\_\_ in your (name of) organization. I hope you will agree my background in governmental relations, program development, and strategic communications make me an excellent match for this position. Here are a few key reasons why I will make an exceptional contribution to your organization.

- **I am persuasive and effective as a promoter and advocate of programs, projects, and initiatives.** Recently, working in a senior governmental relations role at Capitol Hill, I helped garner support for funding victories of \$150B+. As a resourceful problem solver, I overcame resistance by building consensus, through a clear presentation of facts and evidence, that bridged the needs of multiple stakeholders. In addition, throughout multiple leadership roles in Washington D.C. and beyond, I have built a large professional network that includes politicians, corporate executives, and academic leaders.
- **I have exposure in managing a broad range of public, corporate, and industrial programs.** I am fortunate that the US Air Force (USAF) challenges its staff with diverse projects. For example, I served a prestigious onsite assignment at The Boeing Corporation, ensuring contract compliance and performance standards. As a manager of multiple projects and program teams, I have also excelled in building highly productive work environments.
- **My strategic communication strengths are transferable to multiple industries.** Serving as Chief of USAF's Acquisition Professional Development Policy, for example, I translated technical data into clear skill sets and performance standards for 15 distinct career paths and 127K personnel. I know how to break down and present complex technical jargon to non-technical audiences. I have also prepared senior executives for Congressional Hearings, as well as engaged in 400+ strategic meetings with Members of Congress and their staff.

Thank you for your time and consideration. I look forward to discussing how your personnel needs and my qualifications intersect. Thank you in advance for your time and consideration.

Sincerely,

Lana Trask  
(555) 555-5555

“[Lana Trask] turns challenges into victories, and she does it with a smile.”  
— Managing Director, Government Relations; Senior Executive at Accenture