

**Richard Go**

619-677-7553 | richard.s.go@outlook.com

<https://rgo.gowebdesign.us> | <https://www.linkedin.com/in/richardgo1> | <https://github.com/gowebUSA>

---

**PROGRAM MANAGEMENT | LEAN SIX SIGMA GREEN BELT | SOFTWARE ENGINEER**

---

Marine Corps Veteran with 11 years of aviation management and technical experience with an active Secret Clearance. Knowledge and experience in development & testing, programming, and data analysis. Demonstrates expertise in Aviation Maintenance Management in the fields of program management, production control, government procurement, human resources, training, and process improvement.

---

**CORE SKILLS**

---

**Software**

- Database: Microsoft SQL Server Mgt, GitHub, MySQL, & familiar with 3M Data, Access, & Azure.
- Platforms: Microsoft (Excel [Charts, Macros, VBA, Formula], Visual Studio, PowerPoint, Teams, SharePoint, Outlook, O365), DNN, Joomla, DECKPLATE, NATEC, OOMA, CAMEO and ASM.

**Computer Languages**

- Proficient in SQL, HTML, CSS. Familiar with PHP, XML, C#, Python, JavaScript, and JSON.

**Soft Skills**

- Leadership, Communication, Adaptability, Teamwork & Collaboration, Detail Oriented, Goal Focused, Strategic Planning, Critical Thinking, Decision Making, Coaching, Customer Service, Digital Marketing, Throughput Awareness, Innovative, and Entrepreneurial Mindset.

---

**EDUCATION + CERTIFICATION**

---

**Embry-Riddle Aeronautical University, San Diego, CA**

- B.S. in Technical Management, Mgmt. of Information Systems Major 2023
- Microsoft Software and Systems Academy, C#, T-SQL, Azure, ASP.NET 2020

**San Diego Community College District, San Diego, CA**

- Network Security Basics (S+) 2021

**US Marine Corps Business Enterprise and Training Command**

- Lean Six Sigma Green Belt Certification, San Diego, CA 2019
- Numerous senior leadership and management schools, conferences, and seminars, e.g., human element, military justice, tactics, planning process, unit readiness, ethical leadership, and command & control. 2010, 2013, 2015, 2017
- V-22 Osprey Tiltrotor Helicopter Mechanic, New River, NC 2015

---

**PROFESSIONAL EXPERIENCE**

---

**SharePoint System Administrator, kglobal, NAB Coronado, CA**

2020-Present

- Oversees strategic and tactical execution for all 140+ DotNetNuke (DNN) publishing sites for Naval Surface Force Pacific Fleet.
- Designs, configures, and deploys new and custom Section 508 compliant websites, document libraries, workflows, lists, SharePoint sites, and other design functionalities.
- Provides upkeep and maintenance on an existing 113+ public and secured SharePoint site collections.
- Develops, coordinates, and conducts intranet and web site trainings for end-users, customers, team members, and client staff using Microsoft Teams.
- Migrates 140+ SharePoint site collections to mobile friendly DNN framework using best practices of HTML, CSS, and JavaScript with emphasize on Search Engine Optimization (SEO).
- Writes Standard Operating Procedure (SOP) documents, workflows, and training materials that define technical requirements and user-friendly instructions.

## **Richard Go**

### **Professional Experience - Continued**

- Works with internal and external stakeholders and to understand proposed site changes based on end-user requirements.

#### **Production/Maintenance Control and Mgmt., USMC, San Diego, CA**

2015 - 2020

- Primary responsibilities include proper appropriation of air assets which sustained an 80% readily available aircraft to fly in any given requirements within the West Pacific region.
- Computed and analyzed 1,000's of rows of data, using data extraction and post-flight debrief analysis that helped prevented unnecessary maintenance actions using Net-Centric Environment.
- Developed and tested new maintenance management tool that improved 67%-time efficiency using Microsoft Excel Visual Basic formulas and Lean Six Sigma Green Belt methods.
- Prepared daily reports to the Chief Executive Officer that enhanced decision-making process to sustain the demanding requirements of a higher echelon using Microsoft Excel and PowerPoint.
- Screened, supervised, and maintained 200+ Support Equipment (SE) assets, to ensure proper configuration for Technical Directives and planned maintenance, which supported in accomplishing 96,895 scheduled and unscheduled maintenance hours on an average of 24 aircraft assets and 70+ aircrew personal equipment.
- Procured, requisitioned, and maintained multi-million-dollar inventories of classified and unclassified avionics components to meet flight demands that helped maintain aircrew proficiencies.
- Effectively planned, prioritized, and assigned the daily workload for 11 work centers ensuring efficient use of manpower and materials were utilized in support of 5,013 average yearly flight hours.
- Determined schedules, sequences, and assignments for work activities, based on work priority, quantity of equipment, and skill of personnel.
- Resolved problems concerning transportation, logistics systems, imports or exports, or customer issues.
- Designed, planned, organized, or directed orientation and training programs for 5 direct employees, 4 supervisors, and 70+ indirect employees.
- Performed data backups and disaster recovery operations using configuration management ad-hocs or contingency processes that saved the organization months of unnecessary work.
- Successfully completed and passed Commander, Naval Air Forces inspection on Technical Directives, SE Planned Maintenance Systems, and Navy Oil Analysis/Oil Consumption programs which ensured the safety of flight for all squadron's aircraft.

#### **Technical Directive & Configuration Mgmt., USMC, San Diego, CA**

2011–2013, 2015–2020

- Developed a centralized collection of 700+ technical directive data in a SharePoint platform which enable schedulers and planners to have a real time and up to date information available 24/7.
- Screened tens of thousands of parts and equipment to ensure proper configuration before and after installation of aircraft components and 200+ ground support equipment which added to our aircraft readiness.
- Prepared multi-million-dollar purchase orders and sent copies to suppliers and to departments originating requests. Ensured proper delivery and inventory of supplies.
- Obtained, organized, and developed training procedure manuals, guides, and course materials which helped the squadron pass yearly inspections at an average of 95% passing rate.
- Highly recognized as organized, detail oriented, and very analytical in terms of managing large sets of data of 24 helicopters in five different types of model and series.
- Validated and monitored 3,619 incorporated Technical Directives (TD) on all 26 Marine Expeditionary Unit aircraft. Properly initiated 514 TD tasks resulting in maintaining safe for flight aircraft and equipment in support of 5,013 flight hours and 1,920 flight sorties for the months of July of 2018 to June of 2019.
- Meticulously screened 331 TDs for applicability, ensured the proper filing of 52 weekly TD summary reports, and provided oversight of 725 non/incorporated TD tasks on a yearly basis.
- Set goals and deadlines for 11 departments.