

Oubigee H. Jones

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EDUCATION

Louisiana State University (LSU), Baton Rouge, LA **Present**

Bachelor of Science, Computer Science

Grossmont College, El Cajon, CA **June 2026**

Associate of Science, Cybersecurity and Networking

EXPERIENCE

United States Marine Corps **November 2015 – December 2024**

Senior Drill Instructor / Academic Platform Instructor, San Diego, CA

10/2020 – 12/2024

- Oversaw the conduct of the successful transformation process of over 2,300 civilians, both domestic and international, into basically trained United States Marines – with enhanced discipline and readiness to be beneficial in our Nation’s primary defense force.
- Exercised advanced expertise in organizational leadership and training oversight to facilitate a cross-disciplinary approach to intricate problem-solving for over 35 Marines, and 2000+ civilians.
- Cultivated a collaborative environment that nurtured competitive excellence, resulting in innovative solutions for complex operational challenges.
- Facilitated as well as supervised all Enlisted Professional Military Education to 2000+ civilians spanning a wide variety of subjects including Military History, Marksmanship, Personal Fitness, Military Tactics, and Life Saving Skills.
- Drove an integrated diligent focus for sound decision-making within complex operational situations, regularly cultivating strategic and creative solutions via keen leadership.

Administration Chief, Marine Tactical Command Squadron-18, Okinawa, JP

04/2019 – 09/2020

- Oversaw the project coordination and implementation of daily operations, ensuring alignment with the unit's mission and objectives, while also managing personnel assignments and resources effectively.
- Acted as a key liaison between the commanding officer and various departments, facilitating communication, decision-making, and information flow to enhance overall unit readiness.
- Provided leadership, mentorship, and guidance to junior enlisted personnel and Non-Commissioned officers, fostering professional growth and development within the unit.
- Displayed adept leadership, collaboration, and knowledge of all weapons and military systems to successfully advise, support, and guide Marines and Sailors to personal growth and comprehensive training.
- Ascertained continuous readiness and preparation of company personnel and supplies via tactical guidance, analysis of training and resource needs, and implementation of various training programs.
- Facilitated the administrative support, and logistics coordination towards unit readiness and proficiency in multiple international operations in Japan, Korea, Thailand, and Australia. Through personnel management, travel, and logistical expense accountability of an accumulated amount of approximately \$2.5M+.

Deployed Operations, Installation Personnel Administration Center

06/2016 – 04/2019

Various locations: Beaufort, SC | Jacksonville, NC | Quantico, VA

- Aligned with the Installation Transition Office to ensure all Service Members within their units met all requirements for the Transition Readiness Program (TRP).
- Exercised advanced expertise in organizational leadership and training oversight to facilitate a cross-disciplinary approach to intricate problem-solving for over 50 Marines.
- Crafted a seamless, timely process for transitioning to civilian life for all separating, retiring, deactivating, and demobilizing Service Members, regardless of rank.
- Facilitated administrative and database management to ensure all paperwork, file organization, and credentials were properly documented and accessible for all service members.
- Facilitated the administrative support and logistics coordination of various deploying units in their success and readiness in multiple international operations in Kuwait, Bahrain, Germany, and Norway – through personnel management, travel and logistical expense accountability of an accumulated amount of approximately \$10.8M.
- Pioneered a multi-layered transition program to support all Service Members with a comprehensive program, including career and job search assistance, career guidance, and gap analysis of applicable skills.
- Analyzed and identified personal strengths, aptitudes, and interests of Service Members to help guide future plans, ensure compatible career fits, and support a successful transition.
- Ascertained continuous readiness and preparation of company personnel and supplies via tactical guidance, analysis of training, expense management, and implementation of various training programs.

AWARDS

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- Certificate of Commendation: Inducted into the Marine Corps "All-Marine Boxing Team" Hall of Fame (Aug 2021)
- Certificate of Commendation: Commanding General Program Management Inspection Award
- Good Conduct Medal: 36 consecutive months of exceptional conduct with zero punitive actions (Nov 2018, and Nov 2021)
- Military Outstanding Volunteer Service Medal: Awarded by Battalion Commanding Officer for 36 months of consecutive volunteer work, accumulating over 1,000+ hours in both domestic and international communities. (Dec 2021)