

Michael G. Lortz

OBJECTIVE

To find a position that would take advantage of my experience in multiple analytical fields and skills in writing and communications.

PROFILE

Motivated team-player with multiple college degrees. Published freelance writer. Experience as an analyst in the Intelligence, Process, and Business fields. Received Top Secret Clearance in 2009. Personable out-of-the-box thinker and communicator. Author of a 90-page Master's thesis on Kurdish military history. Refined interviewing skills. Quick learner of technology and programs. Devised and worked to establish knowledge management throughout the Military Intelligence Community. Advised small businesses on Social Media processes. Avid networker and part-time stand-up comic. Worldwide travel to fill needs of the US military.

SKILLS SUMMARY

- Intelligence Analysis
- Professional Briefing
- General Office Skills
- Customer Service
- Deadline Writing
- Social Media Communications
- Report Preparation
- Requirements Development
- Editing
- Documentation
- Performance Arts
- Military Understanding

PROFESSIONAL EXPERIENCE

Communications: Writing/ Reports/ Presentations

- Wrote, edited, and created procedural documents on intelligence methodology.
- Conducted interviews with various people, to include organizational presidents, athletes, and entertainers to gather information for articles, reports, and military documents.
- Designed line and block charts depicting operational links between military intelligence employees and internal/ external customers.
- Documented Best Practices and organizational processes at U.S.'s largest military command.
- Deployed to Qatar to document military headquarters processes.
- Created intelligence briefings and Power Point presentations discussing simulated enemies during training exercises.
- Participated in documenting analysis of simulated opposing forces.
- Published in local newspapers and national sports and culture blogs.
- Contributed to "The Bus Leagues Experience", a compilation book on Minor League Baseball.
- Linked to or quoted on Yahoo.com, CNBC.com, USAToday.com, and ESPN.com.
- Covered events and provided previews and post-event analysis.
- Assigned and edited stories written by staff writers for award-winning university newspaper.
- Corrected content and grammatical mistakes.
- Met weekly deadlines on 2 to 3 articles per week including general interest column.
- Performed stand-up comedy at comedy clubs throughout Central Florida.

Analysis: Requirements/ Information Management/ Knowledge Management

- Acquired requirements for Developers, Project Managers, and other support staff.
- Frequently briefed senior leadership.
- Relayed requirements in a clear, concise, and through manner to aid tech operations.
- Developed concepts and models to increase workflow and data management efficiency.
- Researched web-based office solutions that facilitated marketing department processes.
- Conducted military threat analysis.
- Created models and production plans that would increase use of metrics in analyzing military intelligence processes.

- Designed line and block charts depicting operational links between intelligence employees and internal/ external customers.
- Designed Knowledge Management concepts and schematics.
- Worked with Program Management to develop metric establishment.
- Co-designed organizational models for intelligence to facilitate compliance with Department of Defense directives.
- Analyzed procedures of command intelligence structure as to find redundancies in manpower and analysis.
- Participated in state hurricane relief operations to include analysis and information gathering.
- Provided intelligence support to include analysis, data management, reporting, and presentation during state hurricane relief efforts.
- Maintained intelligence records and files and integrated received information with previous intelligence holdings.

Technology: Social Media/ Programs

- Initiated processes to compare and contrast high level military best practices through Social Media tools.
- Met with upper-level management to discuss future web-based strategies.
- Utilized and encouraged information sharing through Social Media tools.
- Created and managed Twitter account for Tampa-based entertainment business.
- Maintained website, Facebook “Like” page, and Twitter account for online content.
- Increased Facebook fans for local business by over 100%.
- Certificate, Microsoft Office Operation Course, U.S. Army, 1997

EMPLOYMENT HISTORY

Freelance Writer	September 2006 – Present
Business Analyst IntegraClick.com	April 2011 – July 2011 Sarasota, Fla.
Social Media Advisor All-Stars Wrestling	October 2010 – June 2011 Tampa, Fla.
Process Analyst Science Applications International Corporation, US Central Cmnd	September 2010 – February 2011 MacDill AFB, Tampa, Fla.
Process Analyst Lockheed Martin Information Technology, US Central Command	May 2006 – August 2010 MacDill AFB, Tampa, Fla.
Intelligence Analyst Fla. Army National Guard (HHD, 417th Signal Battalion)	November 2003 – November 2005 Tallahassee, Fla.
Military Identification Card Clerk (GS5) Fla. Army National Guard (83rd Troop Command)	July 2004 – June 2005 Tallahassee, Fla.
Section Assistant Editor/ Senior Staff Writer <i>FSView & Florida Flambeau</i> (college newspaper)	April 2002 – August 2003 Tallahassee, Fla.
Intelligence Analysis Supervisor/ Intelligence Analyst U.S. Army (HHC, 2 nd Battalion, 8th Cavalry Regiment)	March 1996 – June 1999 Fort Hood, Tex.

EDUCATION

- Masters of Arts**, International Affairs, (3.73 GPA). December 2005.
Thesis: Willing to Face Death: A History of Kurdish Military Forces – the Peshmerga – from the Ottoman Empire to Modern Day Iraq.
Florida State University, Tallahassee, Fla.
- Bachelors of Arts and Sciences**, English/ Creative Writing: Cum Laude (3.52 GPA). May 2003.
Minors: Business, International Affairs, Communications. Florida State University, Tallahassee, Fla.