

BEFORE

Temple, TX 76502 • [REDACTED] • [REDACTED]

Objective

- Business student with a focus in Supply Chain Management seeking a full-time internship to apply Business Administration and Supply Chain Management skills to support the organizations growth while expanding professional experience.

Skills

- Database Management
- Microsoft Word, Excel, Outlook, PowerPoint, SharePoint
- Organization and Planning
- Communication (written and verbal)

Education

- **American Military University**, Charles Town, WV
B.A. in Supply Chain Management, Expected Graduation: May 2023, GPA: 3.8

Related Experience

[REDACTED] - [REDACTED] (2020-Present)

Project Manager

- Maintain a database of projects worth \$1MM in project sales.
- Create new processes and systems in order to promote new growth within the company.
- Successfully prepare reports, contracts, and spreadsheets for a top producing sales team.

[REDACTED] **Electric (2019-2020)**

Class C Lineman

- Assisted lineman in construction and repair of high voltage electrical lines by preparing materials and anticipating what is needed next to complete the job.
- Responded to emergency callouts.
- Performed all duties with safety as number one priority.

[REDACTED] **United States Army (2016-2019)**

Infantry Rifleman Section Leader, Honorable Discharge.

- Supervised eight soldiers in a contentious area for nine months while deployed in South Korea in the Korean Demilitarized Zone (DMZ).
- Led a team of eight soldiers as a Section Leader, consisting of two Bradley Fighting Vehicles and maintained \$6MM worth of equipment with a 0% loss.
- Promoted to Rank of E5 – Sergeant.

[REDACTED] **County Fire and Emergency Services (2015-2016)**

Fireman

- Graduated 3rd in a class of 40 from [REDACTED] County Fire Academy, March 2016.
- Served as Firefighter at [REDACTED] County Fire and Emergency Services, Station 6, [REDACTED], GA.
- Public servant responding to fire emergencies and medical situations including traumatic injuries and accident scenes.

[REDACTED] **United States Marine Corps (2012-2015)**

Infantry Rifleman Squad Leader, Honorable Discharge.

- Supervised Eight Marines in the Middle East for nine months while deployed with 22nd Marine Expeditionary Unit.
- Trained Marines to maximize their potential and seek greater responsibilities and achievements in order to be attractive for promotion opportunities.
- Promoted Meritoriously to the rank of Corporal while deployed in direct support of Operation Inherent Resolve.

AFTER



██████████
██████████ Way, Temple, TX 76502
Cell: ██████████ | Email: ██████████
<https://www.linkedin.com/in/██████████>

PROFESSIONAL SUMMARY

A results-oriented business professional possessing over 10 years of supervisory experience with emphasis in supply chain management, logistics analysis, and leading organizational management teams. Demonstrated ability to influence change and create a bias in a dynamic fast-paced environment. Successful in developing and managing diverse teams focused on increased productivity and cost reduction with a customer-focused mantra. Possesses a comprehensive background in personnel management and development. Managed executive-level budget program valued at \$30 million while focusing on mitigating risk, improving safety and improved compliance. As an Operations Manager, created learning strategies, management process tools to develop standards in multi-disciplinary processes.

EXPERTISE:

Leadership & Management	Multi-Tasking	Communication Skills	Collaboration
Critical Thinking	Problem Solving	Organization	Project Management
Team-Building	Microsoft Office	Cross-Functional Leader	Data Analysis

LEADERSHIP PROFILE

Cross-Functional Leadership- Engaged with leadership and clients in strategic discussions to provide outstanding Logistical, Performance Management, and industry guidance to maximize long-term business objectives.

Project Management- Built strategic and comprehensive programs that define, develop, maintain, and implement policies and processes.

Operations Management- Served as Subject Matter Expert in logistics, operational, strategic, and tactical talent management. Demonstrated leadership in numerous multinational operations by creating support plans, projects, and personnel oversight.

Areas of Expertise- Comprehensive background in logistics, financial solutions, cost reduction, business implementation, leadership development, team building, mentoring, and fiscal budgeting.

PROFESSIONAL EXPERIENCE

██████████ Roofing | ██████████, TX
Operations Manager | 11/2021- PRESENT

- Observes and evaluates daily operations for 4 employees while focusing on individual training standards, personnel development, and providing resolution to complex issues for a company valued at over \$30 million.
- Provides executive level recommendations regarding strategic plans and reviews that affect overall company operations.
- Prepares and completes action plans to ensure all goals are specific, measurable, achievable, relevant, and time-bound.
- Implements production, productivity, quality, and customer-service standards that govern daily operations.
- Analyzes and improves organizational processes and workflow that facilitate an industry competitive advantage.
- Uses full-scale financial model development to forecast business cases used in cross-referencing transactions amongst the market.
- Conducts weekly key leader meetings designed specially to address complex issues affecting overall workplace performance, projected metrics, and executable deliverables.

██████████

Roofing | , TX
Project Manager | 02/2021- 11/2021

- Maximized the planning, coordination, and execution of operations and training for a department consisting of 4+ employees.
- Coordinated with senior leadership to create vision and goals for all projects while represented customers to ensure quick product adoption.
- Analyzed project scope with competitive analysis ensuring equality, timeliness, and safety remained at the forefront of all decisions.
- Communicated progress and roadblocks to stakeholders, including executive management, while providing suitable recommendations to eliminate friction areas that prevent on-time delivery.
- Generated in-depth internal and external reports that included forecasting, project scope, and budgeting for numerous projects.
- Quickly established efficient coordination between departments that immediately increased company-wide communication.
- Created new systems and reduced training deficiencies through direct leadership, incorporation of new operating procedures, and empowerment of mid-level supervisors which increased sales from \$650k to \$1.3million in less than 12 months.
- Met 100% of deadlines and project goals, earning a promotion to Operations Manager.

Electric | , TX
Class C Lineman | 05/2020- 01/2021

- Safely performed duties while performing new construction and maintenance/repair work of energized and deenergized overhead work.
- Possessed a unique ability to identify, isolate, test, and ground lines to be energized.
- Maintained and inspected company vehicles, equipment, and tools to ensure safe working order.
- Identified primary and secondary voltage on circuits, familiar with induced voltage.
- Performed grounding procedures and proper equipment set-up.

United States Army | Various Locations
Operational Section Leader | 12/2016- 12/2019

- Provided transformational leadership to 8 personnel through inspirational leadership while communicating organizational vision and strategy allowing all employees to maximize their personal/professional development.
- Subject Matter Expert on small unit tactics, military skills, tactical communications, and personal/crew served weapon system deployment. Heavy emphasis placed on the use of firearms, defensive tactics, and medical procedures.
- Mastermind on leading strategic projects, setting/meeting goals, and implementing procedures that align with organizational objectives.
- Gathered key information from current events, forecasted possible implications to unit readiness, and modified unit programs to guarantee no halt or delay in operations.

County Fire & Emergency Services | , GA
Fireman | 12/2015- 11/2016

- Graduated in the top 1% of students from the Clay County Fire Academy earning great distinction.
- Ensured 100% compliance with safety standards and equipment use procedures by issuing verbal and non-verbal reminders during exercises and real-life events.
- Executed enhanced protocols for alarm response times which reduced overall department response times.
- Attended 30-hours of training events annually that improved team and personal knowledge of life-saving treatments and firefighting strategies.

United States Marine Corps | Various Locations
Operational Section Leader | 03/2012- 09/2015

- Mentored and empowered 8 employees through exemplary leadership and education programs that fostered initiative, character, and teamwork, which resulted in fierce competition and increased organizational proficiency.
- Coordinated with senior-level leadership in determining and establishing organizational short and long-term operational goals.
- Advanced in promotion, ahead of peers, in a highly volatile combat environment due to calmness under pressure and superb leadership skills.
- Developed an engaging mentoring program that allowed each employee to receive individualized guidance based on their varying career roadmaps.

NOTABLE AWARDS

- Commendation Leadership Award – awarded for leading teams, developing innovative solutions, and solving organizational problems, as well as special recognition for courage while leading teams in austere locations.
- Exemplary Conduct Award- awarded on a selective basis to those that distinguish themselves among their peers through exemplary conduct, efficiency, and fidelity during a specified period of military service.

EDUCATION | CERTIFICATION

- Bachelor of Arts (anticipated May 2023), American Military University, Charles Town, WV, 25414. Major: Supply Chain Management. (84 semester hours, GPA 3.70 on a 4.00 scale).
- Lineworker Certificate, Northwest Lineman College, Denton, TX, 76207.
- Front-Line Leaders Supervisory Course (2017).

ADDITIONAL ACTIVITIES

- Elected Vice President by peers at Northwest Lineman College to lead 138 students during a 4-month certificate program.

