

PROFESSIONAL AND PERSONAL VALUE OFFERED

PROFILE

Dedicated professional as an Administration Specialist with 4 years of rich experience. Earned three promotions and excelled as a leader in administrative functions, reporting and providing excellent service. Highly adaptable, rapidly learns new procedures and processes, and quickly adjusts to changes in schedule, team structure, assignment parameters, and organizational objectives. Offers unparalleled integrity, initiative, resourcefulness, consistency, and diligence in achieving both short and long-term goals and business objectives. Internal support to departmental operations, adept at handling highly confidential and sensitive company information, maintaining detailed administrative and procedural processes, and retrieving and manipulating data quickly and accurately. Offering top-quality customer service and currently hold Secret Level Security Clearance.

SKILLS

- Leadership and management experience of operations management, training and development.
- Superior management skills and with a record of accomplishment of developing highly successful campaigns.
- Able to work collaboratively with others, gather information, solicit feedback, and implement appropriate course of action to ensure best outcomes.
- Results-oriented, able to balance multiple responsibilities, consistently delivering results on time.

CORE COMPETENCIES

Administrative Management • Daily Operations Management • Communication • Client Relations • Training & Development • Reporting • Supervision • Asset Management • Healthcare • Military Experience

PROFESSIONAL EXPERIENCE

U.S. Marine Corps Forces Command, Norfolk, Virginia

2009-2011

Reserve Liaison NCOIC/Inspector General NCOIC/Secondary Control Point Custodian

Corporal

Ensuring optimal procedures and workflow operations, experience in organizational leadership.

- Leadership role at command element within operating forces and provided the necessary coordination/liaison between Headquarters Marine Corps, U.S. Marine Corps Forces Command (MARFORCOM) and 6 major subordinate command elements.
- Managed and assisted to enhance combat readiness of MARFORCOM, to prepare and perform its assigned missions through meticulous semi- annual inspection program.
- Leadership role for the operational sponsors of the local Individual Mobilization Augmentee that consisted of over 200 Reservist Marines'.
- Planned and managed training and exercises involving members of the Ready Reserve and preparation and administration of policies and regulations affecting Reservists scheduled to train with the operating forces.
- Superior technical and interpersonal communications, building strong relationships and alliances.
- Enhanced Marines' individual and professional growth, developing them into independent decision-makers. Consistently produce quality.

PROFESSIONAL EXPERIENCE Cont'd

9th Engineer Support Battalion, Forward, Operation Iraqi Freedom 8.2 2008-2009
Correspondence NCOIC/Personnel NCOIC/Voting Assistance Officer **Lance Corporal/Corporal**

- Managed all correspondence using word processor/computer or typewriter to type letters, reports, forms, or other material from rough draft, corrected copy, or voice recording.
- Managed Personnel Operations of over 400 Marines in support of Operation Iraqi Freedom 8.2, 9th Engineer Support Battalion (ESB).
- Served as the Voting Assistance Officer to ensure that Marines' covered by the Uniformed and Overseas Absentee Voting Act understand their voting rights, how to register, vote absentee and provide accurate non-partisan voting information and assistance.

9th Engineer Support Battalion, Okinawa, Japan 2007-2009
Noncommissioned Officer in Charge (NCOIC) **Private First Class/Lance Corporal**

Offering productive and friendly services that enhance team performance and ensure a professional customer-focused image for a Battalion of over 800 Marines'.

- Served as consultant and advisor for operational planning, finances, personnel operations and specific issues to 4 different Company Commanders within 9th ESB.
- Formulated policies and provided operational guidance; drafted and implemented 15 Policy Letters and Battalion Orders for 2 different Battalion Commanders while attached to 9th ESB.
- Promoted within (an uncommonly) short period by demonstrating an over-achieving dedication that maximized results for the entire team.
- Provided internal customer service by relating with all personnel in a congenial and professional manner that facilitated the development of a diversified group.

EDUCATION & TRAINING CERTIFICATIONS

Leading Marines Distance Education Program, Al Habbaniyah, Iraq	2009
U.S. Marine Corps Recruit Training, San Diego, CA	2007
Basic Administrative Marine, Jacksonville, NC	2007
Risk Management	2010
Information Assurance Awareness Training	2010
Code of Conduct Training	2010
Annual Military EO Training	2010
Annual Sexual Harassment Training	2010
Sexual Assault Prevention & Response Annual Training	2010
Suicide Awareness Training	2010
Alcohol & Substance Abuse Prevention & Control Training	2010
NCO II Suicide Prevention Course	2010
Basic Annual Leadership Training	2007

AWARDS

Navy and Marine Corps Achievement Medal	2011
Marine Corps Good Conduct Medal	2010
Korean Defense Service Medal	2008
Sea Service Deployment Ribbon (2)	2008
Iraqi Campaign Medal	2008
National Defense Service Medal	2007
Global War on Terrorism Service Medal	2007

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REFERNCES

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