

Dana Clayton

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Work Experience

Executive Assistant to the Commander (Flag Writer)

United States Navy
February 2003 to Present

February 2003 - Present

Mission Statement: Maintain, train and equip combat-ready Naval forces capable of winning wars, deterring aggression and maintaining freedom of the seas.

Executive Assistant to the Commander (Flag Writer)

Manages the daily schedule and calendar of senior leadership. Authors and creates templates for all correspondence both personal and professional. Reviews and revises policies and procedures. Generates all travel arrangements, creates trip books and liquidates travel claims for senior leadership. Controls records, generates and maintains tracking system for the department. Supports all levels of senior leadership with research for speeches and provides information for future manpower management. Oversees matters of protocol and enforces adherence to ethics.

- * Anticipate and accommodate the logistics based on the purpose of the Commanders meetings
- * Process legal paperwork for disciplinary review boards and investigations
- * Effective and experienced trainer for internal staff and third party participants
- * Unify team of individuals into a cohesive team/transform department into the single point for information
- * Perform initial research and data collection for special initiatives for the Commander to include organizing third party participants and formatting presentations and making recommendations based on findings
- * Plan official events such as Change of Command, Distinguished Visitor dinners and leadership/mentoring dinners
- * Secretary for various associations and maintaining all meeting minutes and formulating agendas

Business Analyst

Wipro
August 2012 to November 2014

August 2012 - November 2014

The vision of Wipro includes being a leader in areas of business, customer and people. The company aims to be among the best IT company in India and the world. Its goals also include being the first choice among customers and employees.

Business Analyst

Oversaw the headcount reporting and requisitions which included human resource activities for payroll, reporting and discrepancies and verified staffing plans. Provided on-demand reports for

customer accounts and internal resources which enabled data integrity for the enterprise financial tool. Rewrote vendor and initial usage documentation, and created company wide procedures.

- * One of two member team for Global support of Enterprise Project Portfolio Management System
- * Administrator for problem resolution for Clarity, infoPACC and iTracker
- * Oversight of Project Manager resource allocation to include on-boarding and decommissioning of customer accounts and internal resources (U.S., UK, Germany & India)
- * Aided in training of internal staff on Converting Pricing Models and staffing plans into percentage allocations
- * Assisted project managers in maintaining budgets
- * Project Manager and trainer for implementation team for the new enterprise global notification tool
- * Manually tested, rolled out & setup up new notification tool for initial use company wide

Senior Operations Manager

Vanport Warehousing, Inc

November 2001 to December 2011

November 2001 - December 2011

A Premier Warehousing & Distribution Company conducting business today is more than just selling products and services. It's about having a vision aimed at balancing economic frugality, high quality and dedicated service in our daily work. As our customers commit to that vision, we stand with them.

Senior Operations Manager

Dedicated to the growth of this small company, oversaw the daily operations, load planning and dispatching of carriers for three internal and three external facilities. Maintained accurate inventories, audits and metrics reporting. Oversaw hiring, retention and termination of employees for the three internal locations and produced the lowest turnover. During high-volume workloads, provided back-up for production planning.

- * Human Resources activities to include payroll, maintain personnel and employment records
- * Corporate Trainer for new and current employees on use of equipment and policies including company wide software
- * Responsible for 2.5 million in merchandise with 260k exports per week
- * Maintained inventory control through cycle counts and record keeping using privatized software
- * Designed and created company wide standard operating procedures
- * Oversaw creation for the employee handbook
- * Responsible for holding monthly meetings to include safety meetings and minutes

Education

Bachelor's in History

Ashford University - Johnstown, CO

2011

Skills

- Event Planning

- Office Management
- Data Entry
- Outlook
- Office Management
- Event Planning
- Data Entry
- Scheduling
- Outlook
- Word
- Organizational Skills
- Microsoft Office

Military Service

Branch: United States Navy

Rank: E7

Certifications and Licenses

ITILf v3

Present