

Jason Tavano

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(757) 403-1830

EXPERIENCED OFFICE MANAGER/ADMINISTRATIVE ASSISTANT with over 20 years of experience with the Department of Defense. Highly qualified professional experienced in communication, strategic planning and organization. Work well independently or with a team with excellent interpersonal skills.

- Administrative
- Manager
- Operations
- Security

Authorized to work in the US for any employer

Work Experience

Operations Manager/Administrative Manager

United States Marine Corps

August 1993 to July 2019

- Implemented program management, producing and managing a task tracker, maintaining accurate, real-time depictions of all assigned tasks and programs for over 74 personnel within the company. While doing so, identifying shortfalls and excesses, aligning personnel management with day to day and overall operational commitments streamlining efficiency in the training and tasks.
- Integrated a detailed training program throughout a company of over 600 personnel at any given time, ensuring all training and readiness was accurate and up to date with a 100% readiness.
- Maintain a filing system that contained numerous correspondence, reports, orders, and other material to include scheduling of shifts, and inventory control of all records and equipment totaling over \$1 million dollars.
- Authored and Coauthored numerous Reference Guides, Standard Operating Procedure, Field Manual, numerous policies, and daily correspondence which directly contributed to the discipline, efficiency, morale, and work ethic of over 600 personnel.
- Managed and initiated numerous travel requirements for personnel using Defense Travel System (DTS), with prompt/accurate travel claims ensuring zero overdue suspense's for all authorizations totaling \$120k. The itineraries included all flight, hotel and rental car need for the trip.
- Accounted for 200 pieces of office assets which were temp loaned from the higher element, worth over \$300K, managing and maintaining all software, firmware and hardware updates; coordinated and supervised operating system update across the access points to the enterprise network so users would not have a delay in work.
- Established, maintained and reconciled a budget of over \$300k, using Microsoft Excel as the budget tracker, ensuring procurement, shipping and receiving standards were in compliance with the State Department and the United States Marine Corps.
- Coordinated numerous planning conferences and meetings with over 18 other managers throughout the country of Africa and region HQ staff, located in Germany, with solid coordination of outlook calendar

management. By doing so, consistently providing valuable insight to improve policies and procedures to include revisions to Region and Group Orders/Directives.

- Served as a senior mentor for all fiscal related matters across the area of 18 countries, training and mentoring less experienced managers by using numerous graphs, references, and power point, on the intricacies of proper budget and fiscal management of over 2 million dollars with an error rate of less than 1% in funds lost.
- Worked effectively, side by side with numerous Department of State Heads to include the Ambassador and Secret Service personnel in the planning and execution of The Secretary of States visit to the Embassy of Cairo.
- Effectively managed 22 personnel in the safe guarding, handling, and destroying numerous documents of sensitive but unclassified (SBU), and classified documents two embassies. In doing so, the error rate of mishandle files was 0%.

Education

High school diploma

American Military University

April 2010

Skills

- Team Management (10+ years)
- Human Resources (5 years)
- Organizational Planning (10+ years)
- Leadership (10+ years)
- Calendar Management (10+ years)
- DoD Experience (10+ years)
- Fiscal Management (10+ years)
- Strategic Planning (10+ years)
- Microsoft Office (10+ years)
- Schedule Management (10+ years)
- Standard Operating Procedures (10+ years)
- Hr Policies & Procedures (10+ years)
- Inventory Control (10+ years)
- Team Management (10+ years)
- Leadership Experience (10+ years)
- Travel Coordination (3 years)
- Correspondence (10+ years)
- Filing (10+ years)
- Planning (10+ years)
- Meeting Planning (10+ years)
- Customer Service (10+ years)

- Physical security (5 years)
- Curriculum Development (3 years)
- Instructor (3 years)
- Employee Orientation
- Project Management
- Microsoft Windows
- Presentation Skills
- Process Improvement
- Budgeting
- Microsoft Excel
- Word processing
- Records management
- Microsoft Word
- Clerical experience
- Management
- Military
- Security
- SharePoint
- Office experience
- Time management
- Administrative experience
- English
- Office manager experience
- Microsoft Outlook
- Data entry

Military Service

Branch: United States Marine Corps

Rank: E8/Master Sergeant

August 1993 to July 2019

25 years of communications planning, operation management, physical security, and administrative assistance matters working with personnel below and above my rank and pay grade.

Commendations:

Meritorious Service Medal 2x

Joint Forces Commendation Medal

Navy and Marine Corps Commendation Medal

Joint Forces Achievement Medal

Navy and Marine Corps Achievement Medal 3x

Combat Action

Meritorious Mast 2x
Certificate of Commendation
Letters of Commendation

Certifications and Licenses

Secret Clearance

Assessments

Scheduling — Proficient

August 2020

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Proficient](#)

Customer Focus & Orientation — Highly Proficient

August 2020

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

Office Manager — Highly Proficient

July 2020

Scheduling and budgeting

Full results: [Highly Proficient](#)

Administrative Assistant/Receptionist — Proficient

August 2020

Using basic scheduling and organizational skills in an office setting.

Full results: [Proficient](#)

Filing & Organization — Highly Proficient

August 2020

Arranging and managing information or materials using a set of rules.

Full results: [Highly Proficient](#)

Data Entry: Accuracy — Proficient

August 2020

Entering data quickly and accurately

Full results: [Proficient](#)

Management & Leadership Skills: Impact & Influence — Expert

August 2020

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Expert](#)

Management & Leadership Skills: Planning & Execution — Expert

August 2020

Planning and managing resources to accomplish organizational goals

Full results: [Expert](#)

Social Media — Expert

August 2020

Creating content, communicating online, and building a brand's reputation.

Full results: [Expert](#)

Project Timeline Management — Proficient

August 2020

Prioritizing and allocating time to effectively achieve project deliverables

Full results: [Proficient](#)

Data Entry: Accuracy — Proficient

August 2020

Entering data quickly and accurately

Full results: [Proficient](#)

Supervisory Skills: Motivating & Assessing Employees — Highly Proficient

September 2020

Motivating others to achieve objectives and identifying improvements or corrective actions.

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Previously held a Security Clearance at the level of TS/SCI