

David J. Jilek

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Profile

Motivated, detail oriented professional with a multitude of skills. Talent for quickly mastering various types of environments and technologies. Diplomatic and tactful with professionals at all levels. Demonstrates a thorough history of producing accurate results in a timely manner.

Flexible and versatile – able to maintain a calm composure under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building, leadership and teaching skills.

Skills Summary

- ♦ Microsoft Office Suite Report Preparation
- ♦ Written Correspondence
- ♦ Active Secret DoD Clearance
- ♦ Primary Marksmanship Instructor
- ♦ Large Group Instructor
- ♦ Risk Analysis

Professional Experience

TACTICS/TECHNIQUES/PROCEDURES

- ♦ Certified in Counter-Terrorism, Protective Measures and Hostage Survival.
- ♦ Conduct medium to large-group training sessions with business professionals.
- ♦ Rapidly learn and master varied programs and specialized trades, especially in high-stress situations.

PROBLEM SOLVING/MARKETING/ CUSTOMER SERVICE

- ♦ Oversee office operations and provide impeccable service.
- ♦ Analyze complex ranges of data from multitudes of sources.
- ♦ Mid-Level Manager who promoted employee morale and overall well-being.

DETAIL MASTERY & ORGANIZATION

- ♦ Responsible for use and management of over \$14 million in tactical equipment
- ♦ Manage all aspects of day-to-day operations.
- ♦ Develop and Execute work-flow management.
- ♦ Current and Future Operations Planning while accounting for externalities such as training programs, correspondence files and directives as well as logistical support.

Employment History

UNITED STATES MARINE CORPS – Camp Pendleton, California

Primary Marksmanship Instructor: 2009-2012

Light Armored Vehicle Crewman: 2005-2009

Education

MARINE CORPS UNIVERSITY – Camp Pendleton, California

Primary Marksmanship Instructor Training GPA: Pass 2009

Sergeant Non-Resident Program GPA: 4.0/4.0 2007

School of Infantry GPA: Pass 2005

MARINE CORPS RECRUIT DEPOT – San Diego, California

Marine Corps Basic Training 2005

YORK HIGH SCHOOL – York, NE

HS Diploma

Awards/Decorations

- ♦ 2012: Navy Unit Commendation
- ♦ 2011: Marine Corps Good Conduct Medal
- ♦ 2008: Combat Action Ribbon
- ♦ 2007: Navy Meritorious Unit Commendation