

Larry Kelser
(970) 498-7527
Larry.kelser@mail.com

Objective

Knowledgeable about maintaining organized inventories and handling custodial requirements of commercial buildings, including bathrooms, workspaces, and customer areas. Experienced team player with strong service record, good organizational skills, and efficient approach to handling simultaneous tasks. Focused on always producing high-quality and professional results.

Skills and Certification

- Personnel Management
- Training Management
- Records Management
- Microsoft Office Suite
- Basic First Aid
- Physical Fitness plan development and implementation
- Instructor
- Master Gunner

Education

High School Diploma; 2 years of college

Employment History

U.S. Army

Military Science Instructor

Fort Collins, CO

Feb 2018- Dec 2019

- Contributed to planning appropriate and engaging lessons for both classroom and distance learning applications.
- Met with students to dispense study and career advice and provide guidance and potential opportunities within chosen field.
- Reviewed program materials and coordinated updates to keep department materials relevant and accurate.

- Graded quizzes, tests, homework and projects to provide students with timely academic progress information and feedback.
- Assisted and identified at-risk students to eliminate student barriers to learning.
- Built strong rapport with students through class discussions and academic advisement.
- Created positive and safe learning environment for students by setting and enforcing classroom code of conduct.
- Led and prepared lectures for Military Science classes.
- Evaluated and supervised student activities and performance levels to provide reports on academic progress.
- Applied innovative teaching methods to encourage student learning objectives.
- Created lesson plans for courses, modifying throughout year to meet time constraints and specific interests of class.
- Conducted engaging in-class discussions to facilitate learning and encourage participation.

Company First Sergeant

Fort Wainwright, AK

May 2017- Jan 2017

- Built cohesive and successful team to support mission objectives.
- Helped subordinate NCOs identify and develop personal strengths to enhance leadership strengths and redirect weaknesses.
- Kept soldiers in peak physical condition by overseeing well-coordinated exercise programs.
- Provided important advice to commanding officers and junior lieutenants on planning and execution of training and deployment operations.
- Coordinated, filed and submitted company documentation such as supply orders, daily status reports, medical readiness reports, equipment status reports, evaluation reports and staff paperwork.
- Managed all aspects of administrative and personnel needs of ground supply operations.
- Supervised manual and automated supply strategies, and connected with supply and data processing teams to facilitate communication and collaboration.
- Supervised and evaluated tactical training
- Ran Medical Evacuation Operations in tactical environments.
- Conducted daily synchronization meetings

Master Gunner

Fort Wainwright, AK

Jan 2015-Apr

2017

- Supervised the operation and maintenance of \$10,000,000 worth of equipment, including heavy vehicles, serialized assets, weapons, machine guns.
- Identified parts and services to maintain machine guns and provided timely solutions to continue operations.
- Coordinated annual training and qualification on vehicle weapons systems for 40 vehicle crews as well as established goals for training programs.
- Advised Commanders on training programs that would lead to successful qualification for their crews.
- Produced reports on equipment status, incidences, personnel readiness and intelligence for superiors on a weekly basis.
- Briefed Company Commander and Battalion Staff members on readiness, equipment status and enemy locations on a weekly basis to enable sound decision making.

Platoon Sergeant

Fort Wainwright, AK

Feb 2015- Apr 2017

- Built cohesive and successful team to support mission objectives.
- Helped subordinate NCOs identify and develop personal strengths to enhance leadership strengths and redirect weaknesses.
- Kept soldiers in peak physical condition by overseeing well-coordinated exercise programs.
- Provided important advice to commanding officers and junior lieutenants on planning and execution of training and deployment operations.
- Managed all aspects of administrative and personnel needs of ground supply operations.
- Supervised manual and automated supply strategies, and connected with supply and data processing teams to facilitate communication and collaboration.
- Coordinated, filed, and submitted company documentation such as supply orders, daily status reports, medical readiness reports, equipment status reports, evaluation reports and staff paperwork.
- Supervised and evaluated tactical training
- Ran Medical Evacuation Operations in tactical environments.
- Led reconnaissance operations and reported enemy movements to commanding officers.
- Advised platoon during infantry dismounted battle drills and situational training exercises.
- Conducted daily synchronization meetings.

Operations Non-Commissioned Officer
2014

Fort Leavenworth, KS

Sept 2011-Dec

- Attended Warfighter Exercises across the Army which helped prepare Brigade Level Staffs and above for deployment operations. I assessed their processes to determine if they aligned with Army guidelines and if they were executed effectively.
- Increased the efficiency of knowledge management and information management within the unit
- Produced reports on equipment status, incidences, personnel readiness and intelligence for superiors on weekly basis.
- Advised the Operations Officer on operations, intelligence and risk assessments in daily briefings.
- Briefed Operations Officer on readiness, equipment status, and enemy locations on weekly basis to enable sound decision making.

Senior Drill Sergeant
2011

Fort Benning, GA

Nov 2009- Aug

- As a Drill Sergeant I was responsible for the health, welfare, development, and training of 55 Initial Entry Training soldiers in order to prepare them for the rigorous needs of the Army. During this time I was responsible for integrating civilians into the company and prepare them in accordance with the Program of Instruction (POI) which consisted of various classes such as the Army Values, Communication, First Aid, Land Navigation, marksmanship, basic tactics, Drill and Ceremony as well as other classes. Taught personnel to mitigate environmental hazards and properly use personal protective equipment such as chemical gear for battle scenarios.
- Used established procedures to develop fresh recruits into competent soldiers.
- Oversaw comprehensive training for over 200 soldiers each year.
- Trained, developed, evaluated and motivated team of [Number] instructors.
- Taught subjects such as basic rifle marksmanship, ceremony and basic combat training programs.
- Taught and enforced Army values and military standards.
- Monitored day-to-day activities of trainees, noting areas needing improvement and implementing plans for rectification.
- Developed lesson plans, instructional materials and written practice tests for recruits.
- Analyzed company training methods and made adjustments to rectify issues, increase efficiency and exceed training goals, resulting in

Squad Leader
2009

Fort Campbell, KY

Sept 2007-Oct

- During my time as a Squad Leader I was responsible for the health, welfare, development, and training of eight soldiers. It was my job to implement physical fitness plan, monitor their medical and dental readiness, instruct them on marksmanship, drill them on tactics, and evaluate them monthly.
- Provided thorough reports to superiors regarding squad's activities on patrol on weekly basis.
- Patrolled designated coverage areas and evaluated terrain for offensive and defensive use.
- Supervised and maintained more than \$100,000 in high-value equipment, maintaining zero loss record
- Produced reports on equipment status, incidences, personnel readiness and intelligence for superiors on a weekly basis.
- Taught personnel to mitigate environmental hazards and properly use personal protective equipment such as chemical gear for battle scenarios.
- Constructed and camouflaged infantry positions and equipment to prevent detection.
- Led basic reconnaissance operations and reported enemy movements to commanding officers.
- Led squad during infantry dismounted battle drills and situational training exercises.
- Advised platoon sergeant and platoon leader on operations, intelligence and risk assessments in daily briefings.

Team Leader
2007

Fort Campbell, KY

Sept 2005-Aug

- Supervised and maintained more than \$10,000 in high-value equipment, maintaining zero loss record
- Produced reports on equipment status, incidences, personnel readiness and intelligence for superiors on a weekly basis.
- Taught personnel to mitigate environmental hazards and properly use personal protective equipment such as chemical gear for battle scenarios.
- Constructed and camouflaged infantry positions and equipment to prevent detection.
- Led basic reconnaissance operations and reported enemy movements to commanding officers.
- Led fire team during infantry dismounted battle drills and situational training exercises.

Rifleman
2005

Fort Campbell, KY

Jun 2004-Aug

- Responsible for maintaining personal equipment
- Responsible for maintaining physical fitness
- Maintained proficiency in skills such as marksmanship, first aid, land navigation, and other basic soldiering skills
- Participated in fire team during infantry dismounted battle drills and situational training exercises.

Basic Training
2004

Fort Benning, GA

Aug 2003-May

- Responsible for maintaining personal equipment
- Responsible for maintaining physical fitness
- Learned proficiency in skills such as marksmanship, first aid, land navigation, and other basic soldiering skills.
- Participated in fire team during infantry dismounted battle drills and situational training exercises.
- Successfully completed final testing requirements for Basic Training.

Taco Bell Crew Member

Loudonville, OH

Mar 2002-Jul 2003

- Responsible for food preparation, inventory, and customer service