

## JOHN MAPULA

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### SUMMARY OF QUALIFICATIONS

- 10+ years of administrative work experience supporting senior level executives and military personnel
- Responsible for training and supervision of up to four direct reports
- Confidential handling of accounting, technical, legal, military and personnel records and files
- Excellent computer proficiency including, MS Word, Excel, SAP, QuickBooks and internet research
- Exceptional organization, communication, and time management skills
- 2+ years experience in human resource records management and personnel support

### PROFESSIONAL WORK EXPERIENCE

#### Logistics Coordinator – OFFICE TEAM (2012 - 2013)

(Waste Management) - Denver, CO

- Supported E-Cycle processing by coordination of commercial collection routes on a daily basis
- Managed inbound, outbound, and external orders
- Scheduled load requests in accordance with customer expectations
- Organized and tracked deliveries
- Coordinated and monitored daily activities to track location movement of e-waste recycle goods
- Transmitted manifests and bill of lading
- Negotiated customer rates and scheduled delivery times
- Determined the most efficient routing and mode of transportation for loads and deliveries
- Effectively communicated with brokers, drivers, sales and management to resolve any problems

#### Administrative Assistant - COLE TECHNOLOGY CORPORATION (2011 - 2012)

(Navy Recruiting District (NRD) Headquarters) - San Diego, CA and Denver, CO

- Supported 286 senior military officers and staff throughout 9 separate divisions including 20+ field offices
- Accessed military personnel databases to extract and compile information for manpower reports
- Created and updated military personnel status reports (PSR's) via military regulated websites
- Recipient of the 4<sup>th</sup> Quarter **Civilian Contractor of the Quarter** award after only 6 months of employment

#### Contract Administrative Positions (2009 – 2011)

##### Department Support Assistant - MANPOWER (Qualcomm) - San Diego, CA

- Supported IT and legal staff of DMO (Discovery Management Organization) department by quality control of legal documentation, databases and proprietary project information

##### Accounts Payable Clerk - SPHERION ATLANTIC ENTERPRISES, LLC (enXco) - San Diego, CA

- Supported Accounts Payable department with billing reconciliation utilizing SAP software, SharePoint and Microsoft Visio programs to perform client management

##### Administrative Assistant - AEROTEK (Advanced BioHealing) - La Jolla, CA

- Supported Customer Service and Human Resource departments by organizing billing invoices and preparation of new hire materials and packages

#### Senior Legal File Clerk - DALEY and HEFT - Del Mar, CA (2001 - 2008)

- Supported 25 senior legal counsels with administrative tasks relating to high profile confidential cases
- Maintained client files including; correspondence, litigation database, investigation, and legal research
- Retrieved and dispersed documentation from California Supreme Courts
- Supervised and trained junior file department clerks

#### Aviation Maintenance Administrationman (AZ) - UNITED STATES NAVY (1994 – 1998)

- Served in WESTPAC 1995 tour in support of **Operation Desert Storm**

### COMPUTER PROFICIENCIES

Intermediate MS Outlook, Word, and Excel; SAP accounting software, internet and web based applications

### EDUCATION

Southwestern Oklahoma State University – Weatherford, OK (1990 - 1994)