

Paul Allen Westerh
3789 White Bark Place
Loveland, Colorado 80538
603-812-5758
e-mail: paul.westerh@gmail.com

EXPERIENCE:

08/2018-Present: Mail Processor and Window Clerk, United States Postal Service, Estes Park, CO.

Receive, process and deliver mail, parcels and large packages to customers. Work at window selling stamps, postage services to walk-in customers and take payments in cash and/or payment cards. Make deposit for post office at end of day. Work at 4 different post offices and work independently when needed to fill in for vacations or sickness.

12/2015-07/2018: Visa Application Processing Clerk, National Visa Center, Portsmouth, New Hampshire; Secret Classification Security Clearance Required

Facial Recognition Unit-trained to identify matching photos for applicants; to help sites identify Applicants, and prevent fraudulent Visas and Passports from being issued. Clerk duties include, but are not limited to: scanning, receiving, sorting and processing mail, properly updating files, maintaining order in the file room by quality checking order, and moving large volumes of files

05/2008-10/2015: Warehouse Manager and Senior Logistics Specialist, Joint Multinational Simulation Center (JMSC), Grafenwoehr, Germany; Secret Classification Security Clearance Required

Concurrently provided overall daily supervision of Local Area Network (LAN) Coordination, set up, and disassembling; as well as JMSC warehouse functions, to include receiving and processing new equipment, bar coding, data processing, issuing and receiving equipment to and from authorized hand receipt holders; processed equipment for repair and prepared equipment for proper turn in to Defense Logistics Agency (DLA).

Managed Logistic operations and requirements, through mission analysis and development of plans of action, to ensure the most effective use of resources and time. Functioned as single point of interface for coordination with JMSC Operations, for receipt of mission priorities and tasks for logistical operations.

Was responsible for the security and disposition of over 11,000 pieces of US Government owned simulation equipment throughout the European Theater. Conducted semi-annual, 100% property inventories on hand receipts throughout the European Theater. Initiate Statement of Charges, Reports of Survey, or property adjustments, when inventory discrepancies were discovered.

Updated Grafenwoehr TASE PBO for Government Furnished Equipment. Sub-hand receipted all property down to user level. Conducted daily file maintenance, while receiving, issuing and turning in property.

Applied sound logistics principles and methods, in order to achieve specialized logistics solutions. Managed the logistic databases; performed logistic inventories and related functions. Worked independently and led the implementation of logistics discipline. Operated forklifts and hand trucks, and applied proper safety measures; to ensure a safe working environment, while moving large pallets of equipment. Helped maintain the warehouse in an organized, functioning manner.

01/2007-05/2008: Senior Store Associate and Display Designer/Planner, Grafenwoehr Post Exchange (PX) AAFES

Stocked Shelves; Unloaded Pallets; Set up Displays and Promotions. Priced items for sale; Cashier

Duties: cashed checks issued refunds and issued gasoline cards.

2007-Cashier: Customer Service and PowerZone Representative Grafenwoehr Shoppette - Duties: Refunds/Adjustments; Star Card Applications and Payments; Check Cashing; Petty Cash Payments; Vendor Deposits; School Lunch Payments and Refunds; Out Processing; Purchase and Selling Euro.

2004-2006-Garmisch PX-Duties included: Customer Service and PowerZone Representative Grafenwoehr Shoppette - Duties: Refunds/Adjustments; Star Card Applications and Payments; Check Cashing; Petty Cash Payments; Vendor Deposits; School Lunch Payments and Refunds; Out Processing; Purchase and Selling Euro

1988-2006: Bank of America Chief Teller, Teller and Customer Service Representative, Heidelberg, Germany and Garmisch-Partenkirchen, Germany

Supervised office with up to 12 tellers, full and part time, and acted as manager when needed.

Teller duties included buying and selling foreign currencies; Money Orders; Cashier's Checks; Balanced Branch; Assisted Finding Discrepancies; ATM Stocking, balancing and Maintenance; Ordering U.S. Dollars

and Euros for Bank and Finance Offices; Handled Large Sums of Money; Resolved Customer Problems.

Customer Service Duties included: Opening and Closing Checking, Savings and CD accounts;

Processing Loans Applications and Payouts; Handling of Delinquencies and Overdrafts; Resolving Customer Complaints.

1982-1987: Citizens National Bank, Laurel, Maryland. Chief Teller and Customer Service Representative; Supervisor.

Ran small shopping center branch cash operations, including ordering of money needed for branch and

ATM functions, opening and closing accounts, and processing loan paperwork

**MILITARY SERVICE: 14 June 1977- 12 June 1981. MOS 73C, Finance Specialist; Travel and Temporary Duty Pay
Highest rank: Staff Sargent (E6)**

Awards: Army Commendation Medal, Korea Service Medal, Good Conduct Medal (2),

Expert Rifle badge

EDUCATION:

University of Phoenix, Online Studies, Information

Technologies, University of Maryland; Central Texas

College; 2 Years-Courses of Study Business and Accounting.

Saint Ignatius High School, Cleveland Ohio

COMMUNITY SERVICE: Chapel Volunteer; Community Bank Special Functions Coordinator

Possess a SECRET classification security clearance. Non-smoker and non-drinker.