

NAME

Address

Phone

Email address

Country of Citizenship: US

SSN: xxx-xx-xxxx

Clearances: TS/SCI Clearance; active

Veteran Preference: 5 points-US Army Veteran

Job Title:

Department:

Agency:

Job Announcement Number:

CORE COMPETENCIES

Consumer Financial Services, Customer Service, Consulting/Counseling, Needs Assessment, Liaising, Networking, Relationship Building/Management, Program and Project Management, Strategic Planning, Forecasting, Administrative Operations, Office Management, Team Building, Training & Development, Staffing, Supervision, Information Technology, Database Administration, Information Systems Management, Regulatory Compliance, Auditing, Policies/Procedures Development and Implementation, Data Compilation, Reporting, Correspondence Production, Inventory Control, Procurement, Requisitioning, Scheduling, Travel Coordination, General Office/Clerical, Communications (Verbal/Written)

PROFESSIONAL EXPERIENCE

06/2013-Present

Employer Name

City/State

Hours per Week: 48

Salary: \$xx,xxx annually

Supervisor: Name

Phone: xxx-xxx-xxxx

May Contact

Material Handler

Proficiently manage receipt, storage, inventorying, and distribution of hazardous materials along with excess serviceable materials supporting overseas military operations, with continual focus on delivering expedient, quality customer servicing. Diligently ensure proper labeling of hazardous materials per military and regulatory health and safety standards. Efficiently manage storage for accurate locating and inventorying of warehoused materials. Closely monitor shelf life and extend or dispose of in compliance with directives; receive empty hazardous material containers from customers, process paperwork and properly dispose of in accordance with guidelines.

Provide superior customer service in strategically coordinating and facilitating issuance/distribution of hazardous materials to meet stringent deadlines. Concurrently collaborate in general operations supporting Site Supervisor performance goals. Act as primary Forklift Operator. Continually maintain work environment for compliance with sanitation, health and safety standards.

08/2012-06/2013

Employer Name

City/State

Hours per Week: 48

Salary: \$xx,xxx annually

Supervisor: Name

Phone: xxx-xxx-xxxx

May Contact

English Teacher

Contributed dynamic communication, presentation and leadership skills toward successfully teaching English language to Korean students ages 7-15 years old; additionally applied expertise toward providing grammar and English comprehension support to Korean native teachers. Strategically created detailed monthly lesson plans, timetables and academic activities to maximize use of time and resources. Compiled weekly and month-end test results along with teacher monthly notes, summarized data and prepared graphs and reports, providing vital tools for evaluating performance and defining future academic program plans. Efficiently managed exam grades and biometric data in computerized student accounts to track student progress. Additionally maintained logbooks on teaching strategy spanning varied school books to assist in transition rotation of classes and students.

Concurrent with teaching responsibilities, efficiently managed broad-scope general office/administrative operations, from monthly reporting and plans through supplies inventory control. Maintained detailed monthly stock records of school supplies and reported forecasted shortages to support school in maintaining optimal stock levels based on real-time and projected needs. Efficiently compiled and produced student monthly exam worksheets, edited upon completion of tests and maintained thorough student files/records.

02/2009-02/2011

Employer Name

City/State

Hours per Week: 48

Salary: \$xx,xxx annually

Supervisor: Name

Phone: xxx-xxx-xxxx

May Contact

US Soldier (MOS: 88M)

Played vital role in supporting Army operations and providing advanced mobility both on and off battlefield in facilitating efficient and safe transport of personnel and cargo. Held multiple positions including Company Training Office Administrator, Motor Pool Dispatcher and Vehicle Operator.

In leadership role delivered administrative staff training and guidance on supporting data preparation, database input, filing, reporting, and general clerical functions. Actively communicated and collaborated with cross-functional departments in planning meetings, preparing classes and coordinating new soldier training programs.

Steered office administration and clerical operations. Efficiently maintained vehicle log books along with soldier training, driving mileage and personnel records. Facilitated and documented personnel corrective actions. Employed spreadsheet software to create and maintain personnel and mileage data and applied information toward compiling and producing detailed monthly record. Effectively managed database system, from data input and quality control through retrieval and maintenance.

US Army, 02/2009-02/2011 continued...

Safely and securely transported personnel and cargo operating all wheel vehicles and equipment over wide range of terrain, roadways and conditions. Effectively managed loading, unloading and safety of transported personnel as well as oversaw proper loading/unloading of cargo on vehicles and trailers; optimized safety by employing convoy defense techniques. Proficiently prepared vehicles for movement/shipment via air, rail or vessel. Promptly identified, corrected and/or reported all vehicle deficiencies to ensure optimal operational performance. Consistently ensured compliance with safety regulations and procedures.

EDUCATION

College Name
City/State
Degree: Associate
Major: Information Technology
Earned: 05/2003
GPA: 3.5 / 4.0 scale
Credit Hours Earned: N/A

SPECIALIZED TRAINING/CERTIFICATES/LICENSURES

40hr Hazwoper Training, online; 10/2013
International Securities Market Association Certificate (ISMA), Geneva, Switzerland; 04/1999
BTEC National Certificate-Business and Finance, Lewisham College-London, England; 01/1991

LANGUAGES

English: native
Korean: basic conversational

COMMUNITY INVOLVEMENT

Volunteer, "When you Wish upon a Star" Fundraising Walk