

CONSULTANT

Summary

Transitioning Military Professional eager to apply acquired skills to serve Aflac and the healthcare industry. Creates business partnerships and builds trust with managers and employees to create a positive work environment through networking. Driven professional who effectively builds loyalty, long-term relationships and promoting the company's brand.

Experience

03/2016 to Current

Consultant Company Name i/4 City , State

- Tracked key dates and deadlines and maintained specific personnel lists.
- Screened 104 applicants based on their qualifications and background.
- Developed and facilitated job recruitment sessions.
- Tracked 28 candidates and pushed for feedback on disqualifications, time-to-fill man-power and other variables.
- Coordinated meetings, developed meeting content and presented all information to potential candidates resulting in the acquisition of 11 contracts.

03/2016 to Current

First Line Supervisor Company Name i/4 City , State

- Completed and maintained accurate and organized records, documents and reports for over 19 diving customers.
- Supported the development of diving operations staff to meet competency and performance expectations.
- Conducted weekly training activities with effective communication and leadership.
- Provided coaching, mentoring, and consultation to staff to enhance staff development of 23 personnel.

04/2012 to 03/2016

Field Operations Manager Company Name i/4 City , State

- Trained and promoted continued education for all 20 members.
- Offered technical assistance to support operations and training.
- Conducted routine quality audits to ensure that records and policies adhered to specifications and initiated corrective actions.
- Performed regular job site observations to provide direction for all diving personnel.

Education and Training

2018

Bachelor of Science : Health Sciences Southern New Hampshire University i/4 City , State Health Sciences

Skills

Business correspondence, coaching, consultation, content, contracts, Customer service, direction, Employee training, Team building, leadership, meetings, mentoring, Natural, personnel, policies, quality, Quality assurance, recruitment, staff development, technical assistance