

FULL TIME STUDENT/INTERN

Summary

Tank Platoon Sergeant with twenty-four years of dedicated military service with the U.S. Army; two years' experience as a qualified trainer and instructor at the U.S. Army Armor School; successfully managed diverse groups of employees. My present position has facilitated the learning of the importance of providing timely support and services while managing a multitude of tasks. Assisted in the conduct of program orientations for large and small groups, complete individual mentoring of students, analyzed and synthesized data and information, wrote clear and concise reports, and effectively communicated with the staff, students and many members of a multidisciplinary team. Career supported by a recent completion of a Bachelors' Degree in Social Work. Team Building Personnel Management Inventory/Supply Management Time Management Training Evaluation Safety/Risk Management Inner-agency Coordination Training and Development Policy Implementation Needs Assessment Curriculum Development Organization/Communication Research/Analysis Microsoft Word, Power Point, Excel

Accomplishments

- Graduated with Honors with a 3.69 GPA from the University of Louisville with a Bachelor's Degree in Social Work. Completed 560 hours of Social Work Practicum Internship with the Fort Knox Warrior Transition Center.
- BSW Cum Laude - 2015
- Bronze Star/Meritorious Service Medal (2)/ARCOM (11)/AAM (7)/Overseas Service Medal (4)/National Defense (2)/NCO Professional Development Ribbon (4)/Southwest Asia Service Medal/Liberation of Kuwait/Defense of Saudi Arabia/Operation Iraqi Freedom/Korean National Defense Ribbon/Army Service Ribbon

Experience

Full Time Student/Intern Jan 2013 to Jan 2015

Company Name

Graduated with Honors with a 3.69 GPA from the University of Louisville with a Bachelor's Degree in Social Work. Completed 560 hours of Social Work Practicum Internship with the Fort Knox Warrior Transition Center.

Associate of Arts Degree Conferred May 2011 to Dec 2012

Company Name

Instructor/Writer AOBC Jan 2009 to Jan 2011

Company Name 1/4 City , State

Primary instructor with an Army Training Program for the Active Component (AC) and Reserve Component (RC) on virtual simulations for Convoy Operations, anti-Ambush procedures, and additional training scenarios. Trained and evaluated the organizational effectiveness of units using virtual or constructive simulations. Planned and conducted training exercises in support of Army National Guard and Reserve Component units preparing for movement overseas. Made recommendations for training support package development change, additions and deletions based on new guidance and policy. Designed, developed, proofed and implemented constructive simulation training exercises. Advised organization managers, supervisors and instructors on the methodology and instrumental procedures needed for training and evaluations. Developed, evaluated, and analyzed written and oral performance diagnostic evaluations, conducted counseling and remedial instruction. Planned, coordinated, and supervised the daily activities of five staff members supervising a personnel holding organization of over 120 personnel. Supervised operations, and liaison activities; wrote routine and special reports, commendations, and operations plans. Prepared and edited training plans and coordinated and implemented training programs; directed on-the-job training. Assisted in briefings, presentations, and presenting instruction to large groups. Provided formal and informal counseling to individuals and groups; maintained computerized data file on past and future planned activities; provided daily briefing to staff members; and maintains computerized personnel data files, job evaluations, and awards. Provided professional training sessions to over 260 junior level managers (Armor and Cavalry officers); coordinated inter-agency usage of various training aids and facilities. Ensured lesson plans, training materials, and equipment required for training were present, current, and operational to teach assigned units of instruction.

Education

BSW , Social Work 2015 University of Louisville

University of Louisville BSW Cum Laude - 2015

Associate Arts , Under Graduate Studies 2012 Central Texas College

Central Texas College Associate Arts - 2012

Presentations

Planned, coordinated, and supervised the daily activities of five staff members responsible for over 120 personnel. Supervised operations, and liaison activities; wrote routine and special reports, commendations, and operations plans. Prepared and edited training plans and coordinated and implemented training programs; directed on-the-job training. Assisted in briefings, presentations, and demonstrations presenting instruction to small and large groups of service members and their families.

Skills

Training, Operations, Instructor, Simulation, Liaison, Training Programs, Case Management, Armor, Instructional Training, Testing, Associate, Excel, Inventory, Mentoring, Microsoft Word, Needs Assessment, Personnel Management, Risk Management, Team Building, Time Management, Trading, Word

