

STUDENT

Professional Summary

Completed Bachelors of Science in Interdisciplinary Social Science and Minor in Conflict Analysis and Trauma Studies in August 2015. Possesses strong interpersonal skills and a desire for a career in social sciences. Served 8 1/2 years' in the US Army with experience in professionalism, dedication to duty, and integrity. Extensive background in Executive Administrative affairs over a 4 year period, including experience in employee training, personnel information management, counseling and mentorship, conflict resolution, general office operations, communication, mediation, and coordinating travel. Demonstrated success in developing training modules and coordinating ceremonies.

Core Qualifications

- Personnel Management; Personnel Information
- Management; Proficient in Microsoft Outlook/Excel
- Word/Power point; Employee Relations; General Office
- Operations; Orientations/Ceremonies Training and
- Development; Performance Management; Ability to type 45 wpm

Experience

Student

June 2013 to Current City , State

- Diligently maintained living environment for three individuals and two pets all while completing Bachelors of Science through distance learning.
- Provided three nutritional meals daily.
- Responsible for the care and well-being of one child.

September 2004 to June 2013 Company Name

- 35-40 hrs.

Executive Administrative Assistant

September 2012 to April 2013 Company Name - City , State

- Essential member of the Army communications maintenance team and is primarily responsible for performing field and sustainment level maintenance on avionic navigation flight control systems, stabilization systems and equipment.
- Maintain, test and repair communication equipment Install and repair circuits and wiring Calibrate and align equipment components Test and isolate faulty assemblies and components Replace parts, rewire equipment and interconnect components on semiautomatic telephone switchboard.

Executive Administrative Assistant Senior Commander

September 2011 to September 2012 City , State

- Coordinated and scheduled training visits, briefings, appointments, correspondences and travel arrangements for the 1st Infantry Division Deputy Commanding General/Senior Commander.
- Possess excellent people skills, with proven ability to communicate well with all levels of professionals.
- Detail-oriented with proven effectiveness to multi task in high-impact and fast-paced environments, while juggling multiple priorities simultaneously with good judgment.
- S3 Operations Noncommissioned Officer: 40+ hrs 40hrs Supervised, trained and led up to 5 soldiers on a daily basis.
- Responsible for creating and maintaining the Brigades operation orders, detailing and delegating tasks to subordinate units.
- Maintain flight logs on incoming/outgoing flights and individual flight records.

Executive Administrative Assistant

January 2011 to September 2011

- 40+ hrs 1st Infantry Division - Fort Riley, KS Served as the Executive Administrative Assistant to the Division Command Sergeant Major while facilitating the flow of information to and from the Division Command Sergeant Major, subordinate Command Sergeant Major and Sergeants Major, staff when necessary.
- Coordinated and scheduled training visits, briefings, appointments, correspondences and travel arrangements.
- Executed over 15 boards and 27 award ceremonies recognizing Soldiers and Civilians who contribute to esprit de corps and superior performance of duty.
- Provided expert oversight to all evaluation reports, awards, and administrative matters.
- Supervised and mentored 2 Soldiers on daily operations.

Administrative Assistant

June 2010 to December 2010 Company Name - City , State

- 35-40 hrs Served as the administrative assistant for brigade command group.
- Instructor for brigade junior leader course, mentoring and developing 54 students across a three month period.
- Developed lesson plan on composite risk management adopted as brigade standard.
- Coordinated over 25 air and ground travel arrangements for the Brigade Command Sergeant Major.

Orderly Room Clerk

January 2009 to June 2010 Company Name - City , State

- 35-40 hrs Served as the company orderly room clerk personally responsible for developing and utilizing a company.
- database to efficiently maintaining personnel records for 320 personnel and family readiness rosters.
- Responsible for the training, health, welfare, and technical guidance of 3 personnel.

Cashier/Copy Center

May 2003 to July 2004 Company Name - City , State

- 35-40 hrs Maintains adequate stock of resale items.
- Operated a computer system that calculates and marks prices Operated an electronic checkout system, makes change, and verifies change fund and amount of currency received during an assigned shift.
- Assists customers by answering questions concerning prices, identification, and location of items.
- Counts cash and negotiable instruments to prepare an accountability report.
- Manages the self-check-out registers assisting customers in the correct processing of their purchases.
- Changes register tape, and clear routine equipment and scanning jams on registers.

Education

Bachelor of Science : Interdisciplinary Social Science , August 2015 Kansas State University - City , State , USA Interdisciplinary Social Science Coursework in Sociology, Psychology and Communications focusing on conflicting behaviors in society and the ability to critically analyze the effects of behaviors that do not fit into the norm through workforce, criminal justice system, domestic, and historical perspectives. Minor in Conflict Analysis and Trauma Studies: Provides a theoretical and empirical framework and model for analysis and study of trauma, violence, conflict, and their consequences. This emerging study delivers the knowledge for establishing post-trauma and post-conflict reconstruction practice, research, service, and policy to improve interpersonal and social systems. GPA: GPA: 3.41 GPA: 3.41

High School Diploma : May 2004 North Garland High School - City , State , USA GPA: GPA: 2.7 GPA: 2.7

Professional Affiliations

National Society of Collegiate Scholars (NSCS); Sigma Alpha Lambda (SAL)

Skills

administrative, Administrative Assistant, Army, Bachelors, interpersonal, criminal justice, database, Detail-oriented, Employee Relations, fast, General Office, Instructor, lesson plan, Excel, Microsoft Outlook, Power point, Word, navigation, excellent people skills, Performance Management, Personnel, Personnel Management, Psychology, research, risk management, scanning, switchboard, telephone, Trauma, travel arrangements, type 45 wpm, wiring