

RANK: SGT/E-5 NON- COMMISSIONED OFFICER IN CHARGE BRIGADE MAIL ROOM

Summary

- Motivated logistics specialist, successful at managing inventory control, customer service and transportation logistics.
- Excellent problem solving and interpersonal skills.
- Managed and accounted for over \$100 million of military munitions with zero errors. Monthly inventories of multiple warehouses. Reconciled daily issue and turn-in paperwork of customer units.
- Consistently recognized for excellence in that field.
- Successfully opened, developed and maintained a consolidated mail facility, servicing more than 5,000 soldiers.
- With no prior experience was able to quickly learn and comply with all military, and federal regulations and handled certified, registered and insured mail with 100% accuracy.
- **KEY QUALIFICATIONS: Â· Current Secret Clearance Â· Stock Control Â· Management Â· Conflict Resolution Â· Logistics Â· Leadership**

Highlights

- Inventory tracking
- Clear and concise communication
- Flexible with availability
- Highly adaptable to a variety of situations and personalities
- Constant desire to learn.
- Strive to be the subject matter expert
- Gaining Customer trust
- Positive, upbeat attitude

Accomplishments

- As the Non-Commissioned Officer in Charge of day to day operations for the 4th Combat Aviation Brigade Mail Room, was directly responsible for ensuring it's perfect 100% pick up record from September, 5 2012 - April, 17 2015. Tracked and verified by the Official Mail and Distribution Center, for the Fort Carson Post Office
- Received 4 consecutive commendable ratings for attention to detail, and outstanding performance, during the Army 4th Division Postal Inspections
- Selected by the 4th Infantry Division G1 for Best Mail Room on the Installation, Fort Carson, for the first quarter of FY 13
- Chosen by leadership, to compete at the promotion board, was awarded promotable status and sent to the Basic Leaders Course. Earned the trust and confidence of senior leadership and, put in charge of a team of my peers, in their absence, on several occasions, to turn in live and expended rounds

Work Experience

Rank: SGT/E-5 Non- Commissioned Officer in Charge Brigade Mail Room

June 2012 to May 2015 Company Name - City , State

- Management: Â· Opened, developed, and managed a consolidated mail room for 5,000 soldiers.
- Certified by the USPS and handled over 300,000 pieces of mail, as well as, 10,000 pieces of Certified and Registered mail with zero loss.
- Trained 6 soldiers to perform as a cohesive team while accomplishing daily activities of the brigade mail room

Rank: SPC/E-4 (P) - Ammunition Specialist

June 2011 to June 2012 Company Name - City , State

- Developed load plans based on training requirements and federal regulations regarding the transport of hazardous materials
- Trained and guided several junior soldiers in the operation of material handling equipment and it's use in safe handling and transportation of aviation ammunition

Rank: SPC/E-4(P) Promotable - Ammunition Specialist

November 2009 to June 2011 Company Name - City , State

- Supported all basic training and advanced individual training, weapons ranges
- Ensured all training was able to be conducted as scheduled by consistently making all deliveries on time with 100% accuracy
- Assisted in the drawing, delivery, and turn-in of over 14 million rounds of ammunition, valued at over 30 million dollars.

Rank: SPC/E-4 - Ammunition Stock Control and Accounting Specialist

May 2007 to November 2009 Company Name - City , State

- Stock Control: Â· Inventoried, issued, transported, and managed over \$100 million of military munitions with zero loss

- STOCK CONTROL: A: Invented, issued, transported, and managed over \$100 million of military munitions with zero loss.
- Instructed and trained 5 personnel on the Standard Army Ammunition System-Modular (SAAS-MOD).
- Communication: A: Communicated effectively with civilian contractors, and Republic of Korea officers and soldiers in a successful effort to ship 100 containers of ammunition back to the United States.

Residential/ Commercial Painter

June 2000 to May 2007 Company Name - City , State

- Maintained professional, appearance and attitude, to develop client confidence.
- Consistently developed ideas to maximize output and accuracy.
- Accomplished tasks to standard, often ahead of time on both; jobs working alone and jobs working as a team member.

Education

Associate of Science : Pre-Engineering Pikes Peak Community College 2016-2018 - City , State

- Enrolled in Fall 2016 Semester to begin work on an Pre-Engineering A.S Degree.
- I then hope to transfer to Colorado School of Mines to obtain a B.S Degree in Engineering.

Skills

- Dedication to customer service, often remaining flexible with availability to accommodate as many customers as possible
- Proven competency in learning all aspects of state and federal regulations, and ensuring 100% compliance from those I work with
- Accepts challenges with no hesitation; never retreated from opportunities of greater responsibility
- Exceptional ability to recognize potential problems and work to resolve them quickly and discreetly. Affirming the customers confidence.