

Objective

Results-focused professional with a proven track record in managing multiple projects with strong problem solving and follow-through capabilities, who possess strong and decisive leadership qualifications with effective analytical, critical thinking, interpersonal communication, and conflict resolution skills.

Skills

Microsoft Office, Payroll, Powerpoint, Leadership.

Work Experience

Deputy Director Of Operations

ABC Corporation - April 2011 – February 2014

- Supervised 56 employees in the sustained provision of Antiterrorism/Force Protection measures providing security for high-value assets onboard the medical treatment facility.
- Managed the daily administrative, operational, and training functions of the organization achieving the Joint Commission accreditation and Health Insurance Portability and Accountability Act certification for 56 employees.
- Coordinated and facilitated training in all facets of Law Enforcement and Antiterrorism/Force Protection for 214 employees attaining 100 percent mission requirements across 3 organizations.
- Provided mentorship guidance to 22 employees in life skills and professional development increasing retention by 20 percent and contributed to the promotion of 3 employees.
- Managed an organization procurement program encompassing a budget of \$45K which improved the equipment maintenance plan eliminating loss of equipment.
- Managed Standard Labor Data Collection and Distribution Application account for 23 employees reviewing, validating, and certifying time and attendance accurately with zero discrepancies.
- Systematically managed and advertised vacant employee billets increasing manning requirements to 90 percent.

Deputy Director Of Operations

Delta Corporation - 2009 – 2011

- Established and facilitated grassroots canvassing and campaign communications training for 50 interns Co-managed campaign event planning, outreach, .
- Managed the payment delivery of all monthly expenses and annual expenses to vendors Managed the purchasing and maintenance of all company owned .
- Maintained and coordinated activities, volunteers, and committees for all events Developed, organized, and maintained programming for all youth and .
- Managed accounts receivables, payables and grant distributions Managed organizational compliance issues such as insurance, permits etc.
- Coordinated, implemented and evaluated organizational systems including policy and procedure and provide recommendations to Executive Director for .
- Headquarters, United States Forces, Japan, Yokota Air Base, Japan Coordinated and directed efforts for the Directorate of Operations; developed and .

- Steered headquarters negotiations with the Japanese Joint Staff, Pacific Command, and Missile Defense Agency to install a \$180M missile defense .

Education

Bachelor's of Arts in Management with a Concentration on Human Resources - (American Military University - Charles Town, WV)