# OLIVIA SMITH

# Staff Sergeant





#### **PROFESSIONAL SUMMARY**

Dedicated Staff Sergeant with over a decade of military experience, adept at leading teams in high-pressure environments. Proven track record of enhancing operational efficiency, training soldiers, and ensuring mission readiness. Committed to fostering a culture of accountability and excellence, while mentoring personnel to achieve their full potential.

#### WORK EXPERIENCE

Staff Sergeant # Feb / 2019-Ongoing **Blue Sky Innovations** Thicago, IL

- 1. Supervises a team of soldiers, ensuring effective execution of operational plans and promoting a culture of excellence.
- 2. Responsible for maintaining the accuracy of fund execution reporting for multiple military programs.
- 3. Manages logistics and resource allocation for various missions, ensuring timely delivery of critical supplies.
- 4. Serves as the Lead Administrator for Defense Travel, optimizing travel processes for personnel.
- 5. Acts as the Agency Program Coordinator for the Government Purchase Card Program, enhancing financial accountability.
- 6. Oversees the Managers Internal Control Program, ensuring compliance with military regulations.
- 7. Leads evaluations and analyses of resource utilization to improve overall operational effectiveness.

**Staff Sergeant** m Feb / 2015-Feb / 2019 **Cactus Creek Solutions ₮** Phoenix, AZ

- 1. Managed a diverse team of over 15 personnel, providing administrative guidance and performance feedback to enhance team dynamics.
- 2. Certified in Hazmat/Hazwaste management, ensuring compliance with safety regulations.
- 3. Supervised various roles during worldwide assignments, including Nuclear Security and Human Relations.
- 4. Maintained equipment and operational readiness as a Special Purpose Vehicle Mechanic.
- 5. Conducted training sessions, instilling core military values and enhancing soldier capabilities.
- 6. Coordinated emergency response drills, improving readiness for crisis situations.

### **EDUCATION**

#### Bachelor of Science in Management

m Feb / 2012-Feb / 2015

University of Maryland

**耳** Denver, CO

Focused on leadership, organizational behavior, and strategic management.

## **SKILLS**

Resource Management	Operational Planning	Leadership Development	Leadership

#### **ACHIEVEMENTS**



Implemented training programs that increased unit proficiency scores by 25% in operational readiness evaluations.

Developed and executed logistics plans that resulted in a 15% reduction in supply chain delays.