

# First Last Name

Street Number, City, State Zip • (XXX) XXX-XXXX • email@address.com • in/linkedinurl

## EDUCATION

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**University of the Incarnate Word**

San Antonio, TX

**Master of Science**

Enrolled

**Major:** Organizational Development and Leadership

**American Military University**

Charles Town, WV

**Bachelor of Science**

February 2017

**Major:** Sports and Health Science

Dean's List Scholar

**Minor:** Exercise Science

Graduated With Honors

3.7 GPA

**New River Community and Technical College**

Beaver, WV

**Associates of Applied Science**

August 2013

**Major:** Medical Assisting

## RELEVANT COURSEWORK & SKILLS

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Business, Organizational Behavior: Analyzing

- Skill allowed examination of peer-reviewed articles and ability to provide data relevant to current and trending organizational structure and behavior.

United States Army, Equal Opportunity: Public Speaking

- Relied on the skill to present information during briefs and presentations to senior level management.

## PROFESSIONAL EXPERIENCE

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**Operations SGT**

*February 2017—Present*

**United States Army**

*San Antonio, TX*

- Coordinated necessary assets for the 2016 Christmas Exodus, which consisted of developing plan for movement, feeding, transportation, and safe departure of over 1,220 soldiers.
- Supervised an Equal Opportunity (EO) team of 14 individuals by guiding training conducted, and leading to the first ever 100% passing inspection score for the Organization.
- Coordinated schedules for 16 personnel using excel in order to ensure timely arrival at military funerals in the greater Southern Texas area.
- Communicated with family and funeral service representatives using phone and email in order to gather information on funeral requirements ensuring no request went unsupported.
- Generated and submit reports on quality of service to executive level leadership in order to identify trends and develop training based on reports.

**Platoon SGT**

*January 2015—January 2017*

**United States Army**

*San Antonio, TX*

- Organized and managed group physical training for company of 300+ soldiers using available staff successfully increasing day-to-day productivity.
- Coordinated travel arrangements for each graduating class, which consisted of, briefing personnel, transportation vehicles being available, and flights being purchased with zero failed movements.
- Successfully developed and implemented remedial and rehabilitation training program for injured soldiers using current and approved training concepts leading to 100% rehabilitation of physically injured soldiers.
- As lead physical fitness NCO trained 3 senior leaders and 9 peers to be proficient in identification and on-the-spot correction of faulty exercise movement increasing knowledge on organizational standards.
- Communicated with outside assets daily by email, fax, phone, and in person to coordinate medical, and administrative appointments for 126 soldiers.
- Trained and developed 1,200+ soldiers in EMT, TC3, and basic soldier skills leading to a 97% course graduation rate.

**Treatment NCO**

*December 2012—December 2014*

**United States Army**

*Colorado Springs, CO*

- Oversaw a Military Treatment Facility (MTF) staffed with 8 individuals; scheduled, triaged and guided the care of 811 soldiers plus family members.
- Consistently passed all Staff Assisted Visits (SAV) and inspections, saving the clinic uncountable funds.
- Collaborated with one medical officer and two physicians to improve clinic operations through utilization of skills training and testing for all employees.
- Tracked and maintained continuing education training of 2 Officers, 12 NCO's and 26 Soldiers using medical data system, ensuring 100% certification compliance of BLS, NREMT and trauma training at all times. Coordinated continuing training courses to ensure certification compliance.
- Developed training schedule to ensure all new employees received orientation training in a timeframe that surpassed required MTF policy timeline.
- Managed immunization records 811 soldiers through screening and data monitoring ensuring accurate medical readiness and deployable status stayed above 98%.

## CAMPUS INVOLVEMENT

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### Club Member

*July 2016—Present*

### Sports Management and Sports and Health Sciences Honor Society

*American Military University*

- Assists in identification and recruitment of eligible health science students.
- Active member in coordination of club direction and valued participant during club meetings and webinars.

## VOLUNTEERING

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### Club Member

*July 2013—Present*

### Sergeant Audie Murphy Club

*Colorado Springs, CO*

- Serving member on the scholarship essay review board. Reviews and grades essays written by applicants in order to choose the most deserving applicant.
- Serving member on the club tactical fitness board. Responsible for the creation and safety validation of tactical fitness courses.
- Volunteers with the Texas Ramp Project to build ramps for eligible homeowners to increase living conditions.

### Member

*January 2015—Present*

### Victorious Life Christian Center

*San Antonio, TX*

- Assisted in the creation and organization of an annual backpack drive delivering school bags filled with supplies to San Antonio school districts in need.

## TECHNICAL COMPETENCIES

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- Equal Opportunity Leader: Positive command climate through resolution of complaints. Followed federal regulations. Reports to senior level leadership.
- Master Resiliency Trainer: Train resiliency through assertive communication, positive perspective methods. Reports to senior level leadership.
- BLS Instructor: Plan and conduct AHA training with military, DOD, and civilian population.
- Master Fitness Trainer: Trained on concept of human movement science, nutrition, and periodization.
- Supervisor Safety: Following OSHA guidelines, organizing MSDS. Reports to senior level leadership.
- Security Clearance: Current Secret level clearance.
- General Category: Skill, Program, Language, Software, etc.
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