

## **BRYAN BEASLEY**

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### **OBJECTIVE**

Seeking a position at Defense Finance and Accounting Service where I can utilize my skills and experience to obtain a position within the Department of Defense.

### **PROFESSIONAL EXPERIENCE**

#### **Department of Veterans Affairs Fiduciary Hub**

##### **Legal Instrument Examiner**

**2019-Present**

- Initiate contacts with fiduciaries and beneficiaries under the supervision of the Fiduciary and Field Examination unit
- Determine the appropriateness of assets and direct release and liquidation of bonds, certificates, and funds on deposit in banks, savings and loan institutions and brokerage houses held by conservators and legal custodians
- Required to audit accounts received from conservators, attorneys, legal custodians, or chief officers of state institutions and provide final approval within Veterans Affairs guidelines
- Make legal decisions and advise the District or Probate Court accordingly
- Analyze investments and advise Fiduciaries of appropriate beneficiary fund spending
- Prepare reports for conservators in those cases in which the VA is rendering legal services
- Responsible for accurate processing of beneficiary records utilizing BFFS, VBMS and SHARE
- Responsible for monitoring and responding to the national web-based inquiry system, providing accurate information concerning Fiduciary Program and Veterans benefits

#### **Capital Group/American Funds**

##### **Shareholder Services Representative**

**2016-2019**

- Responds to inquiries in a professional and timely manner either through written or oral communication maintaining the guidelines provided in the Privacy Act
- Handles all calls professionally, patiently and with confidence, which helps to avoid escalated calls
- Required to establish numerous account types to include Traditional IRA, Roth IRA, Non-qualified Accounts, College America Accounts and Educational Accounts
- Processes applications and investment checks through the imaging environment
- Required to validate Signature Guarantees and verify if an investment check had all the legal requirements set by the Banking Industry and the Patriot Act prior to investing
- Routinely analyzed IRA Publications 590, Publication 560, and reviewed the changes with financial advisors and shareholders as well as educated them about Internal Revenue Service (IRS) guidelines
- Monitors the Market Indices (Stock Exchange) and researched, reconciled, analyzed and answered various account inquiries through inbound calls from financial advisors, shareholders and service representatives
- Verifies W9 forms and ensures social security numbers have been certified and then processes the request in Share. Creates and sends multiple letters of required correspondence to the shareholder or financial advisor within the Share program and processes returned mail
- Fax, mail or emails requested documents to include new application packets within the Share program
- As help desk technician, assist new associates in training, research and on calls to enable them to provide accurate information and maintain a high level of customer service
- Interact with internal and external customers regarding inquiries, requests, concerns or to resolve discrepancies
- Educates customers on company products and/or services via telephone, e-mail or written correspondence

#### **U.S. Marine Corps**

**2006-2015**

**Crew Chief Instructor****2012-2015**

- Gave Academic Classes to students
  - Verbal, power point, written
- Provided guidance in the interpretation and application of pay related regulations and instruction
- Provided instruction on how deductions and entitlements were processed and how they affected the Marines pay
- Administered Tests and Quizzes
- Processed paperwork for incoming students
- Mentored all Students
- Updated training syllabus for school house
- Set up Graduation Ceremonies
- Processed outbound /graduation paperwork for all students
- Wrote and administered awards
- Instructed students in Aircraft both on ground and in flight
- Ensure safety of students on flight line and in flight
- Recognized for exemplifying outstanding safety procedures
- Trained students in CH-53E Simulator
- Evaluated students final flights
- Ended Career with 1,950 flight hours Mishap Free
- Conducted announced and unannounced audits on operational procedures
- Reviewed and analyzed the internal control procedures to determine compliance with current directives
- Provided periods of instruction on the Leave and Earnings Statement (LES) to the training class to include the effect of various deductions such as taxes, Medicare, payroll entitlements and deductions
- Monitored and ensured Special pay such as flight pay and danger pay
- Utilized Defense Travel System (DTS) for in-coming students to ensure proper and timely payments
- Explained current laws and regulations with appropriate training classes as well as continuing education courses
- Used various office automation products such as word processing and Excel spreadsheets to create lesson plans and instruct the students

**Crew Chief/Mechanic****2006-2012**

- Conducted over 1000 mishap free flight hours by adhering to the safety rules and regulations in place
- Performed maintenance service, cleaned aircraft and assisted in aircraft handling
- Operated sophisticated aircraft communication equipment, which contained sensitive material
- Maintained and operated aircraft defensive weaponry and in-flight refueling systems
- Assisted in the maintenance of aircraft aeronautical and support equipment
- Removed, Installed and provided maintained Power Plant systems (Engines)
- Removed, Installed and maintained Transmission Systems
- Removed, Install and maintained Pneumatic Systems
- Inspect and Operated and Qualified new users on Ground Support Equipment
  - Tugs, Stands, Generators
- Qualified to take fuel samples and Inspect to ensure quality and safety of fuel
- Qualified Plane Captain – Inspected the entire Aircraft to ensure its safety before flight
- Collateral Duty Inspector
  - Ensured quality and safety of Maintenance being performed
- Instructed all maintainers new to the job
- Prepared for all higher level inspections
- Kept detailed records for self and others of maintenance qualifications
- Regularly interpret laws, policies and regulations pertaining to aircraft maintenance
- Ensured the safety of personnel on the flight line
- Mentored all Marines junior to me

**Office Max  
Floor Manager****2005-2006**

- Led a team of 25 members by inspiration, motivation and encouraging on a day to day basis.
- Responsible for yearly budget and daily responsibilities of over \$50,000
- Responsible for all HR functions
  - Scheduling, staffing, hiring, firing, discipline, administrative, payroll, training, and mentoring
- Utilized point of sale to complete sales, service and training sessions
- Responsible for general office duties including faxing, filing, and maintain a daily organization in the store including cleaning and maintenance of all the rooms
- Administrative duties include organizing, scanning the daily invoices, bills for the store, inventory records
- Review, analyze and update the invoice and complex payment transactions to include reconciliation of the daily sales receipts and store invoices
- Responsible for opening and closing of the store to include setting the alarm
- Replenished the cash reserves in the store to maintain the required funds with in the store's cash office
- Reconciliations of the daily sale receipts and the store invoices
- Verified payroll documents for accuracy and compliance with applicable regulations and policies

### **Galyan's Sporting Goods**

#### **Section Manager**

**2004-2005**

- Supervised, led, and mentored a team of 8 members in the Ski and Bike department
  - Was responsible for all HR/Union/Employee Relations actions that included scheduling, payroll, promotions, retirements, discipline, staffing, grievances
- Oversaw the team in maintaining the cleanliness and organization of the department and the store as a whole
- Developed a tracker for sales
  - Implemented new/improved product placement, solutions for products unable to sell, and helped increase profits of organization

### **EDUCATION**

#### **American Military University**

Attending AMU for Bachelors in Business Administration. Currently 30 credits into my 120 credit hours specializing in finance.

#### **U.S. Marine Corps**

Specialized training in explosives, firearms, leadership, diversity, and communication  
Lean Sigma Six Green Belt Certified

### **CAMPAIGN BADGES AND/OR MEDALS:**

Sea Service Deployment ribbon x3

Marine Corps Good Conduct x2

Air Medal-Strike / Flight x9  
Navy Meritorious Unit Commendation x1  
Global War on Terrorism Service Medal x1  
Humanitarian Service medal x1  
Afghanistan Campaign medal x1  
National Defense Service medal x1  
Iraq Campaign medal x1  
Global War on Terrorism Expeditionary x1  
Air Medal – Individual Action x1  
Navy and Marine Corps Achievement x1

**PROFESSIONAL REFERENCES**

Brendan Demeester Capital Group LLC	Shareholder Services (574) 300-7892
Matt Schock U.S. Marine Corps	Crew Chief Instructor (910) 375-0790
Aaron Williams Department of Veterans Affairs	Legal Instrument Examiner (317) 508-4843
Chris Garrison U.S. Marine Corps	Division Leader (858) 254-8707