**Keegan Lauder**   
143 Brooksboro Terrace, Nashville, TN 37217 Mobile # 512-538-7651

***SUMMARY OF EXPERIENCE***

* Perform administrative duties in support of all military personnel assigned to the organization
* Training and experience with military human resources applications and databases used for tracking, placing, and receiving military personnel
* Proficient in Microsoft Excel, Word, and PowerPoint
* Direct Sales and Marketing

***WORK HISTORY***

**Nashville Group** – Nashville, TN

01/2016- 05/2016

Campain Manager

Supervisor: Andrew, Knapp Phone# 1- (954) 336-6398

Duties: Teaching and developing teams to be able to effectively train others on direct marketing and sales

* Conduct second round interviews
* Teach and show groups how to develop others and themselves
* Retrain leaders on how to effectively market
* Provide positive customer interaction

**403rd Inland Cargo Transportation Company** – Fort Bragg, NC

09/2012- 05/2015

Human Resources Specialist

Supervisor: SFC Montalvo, Ricardo Phone# 1- (512) 791-5956

Duties: Responsible for providing support that affects Soldiers’ overall welfare and well-being while assisting leaders with keeping Soldiers combat-ready and effective

* Assist on all human resource support matters
* Oversight of all strength management and strength distribution actions
* Responsible for the readiness, health and welfare of all Soldiers.
* Postal and personnel accountability support
* Maintain emergency notification data

**Young Mens Christian Association (YMCA)** – Round Rock, TX

02/2012 – 09/2012

Lifeguard

Supervisor: Shawn Meyer Phone# 1- (512) 615-5582

Duties: Maintain the safety of the patrons in and around the pool while representing the office by maintaining a professional attitude

* Perform patron surveillance with a rescue tube from the guard stand
* Remain alert and use all senses while guarding
* Work as a team with other lifeguards at all times
* Record daily participation numbers and complete daily activity reports
* Test the water, record results and report imbalances to the supervisor

***EDUCATION***

**Stony Point High School** – High School Diploma May, 2012