

SALES ASSOCIATE/GOLF SALES ASSOCIATE

Executive Summary

High-energy and focused Manager with 26 years of Honorable military service. Posses a wealth of experience which was developed by taking on greater postillions of responsibility and restructuring policies and improving upon the organizational goals. Mentoring junior leaders and providing direction for all personnel under my charge. In addition to taking-on and managing new projects with increased demand and responsibility.

Core Qualifications

- 15 years experience in the field of Operations management in the U.S. Army under various circumstances while deployed to Iraq and Afghanistan, and at various state-side duty stations.
- Mentored and developed leadership skills of Iraqi and Afghan medical officers, in order to help them become more self-sufficient in their daily missions.
- Developed the staff of various medical clinics in order to elevate the staff performance
- Developed and put into effect policies that contributed in obtaining low numbers of complaints by staff and customers alike
- Developed budgetary policies in order to reduce daily operating costs, and analyzed contracts for approval recommendation.
- Possess 12 years of experience in Microsoft Office for Windows and MAC, including preparing and managing spreadsheets, presentations, and various types of documents.
- Possess 12 years of experience in Adobe Acrobat/Reader and preparing and editing Portable Document Format (PDF) enabled and formatted documents and converting them to Microsoft Word.
- Transport and Shipping of Biomedical Materials Course is IAW the 49 CFR, 42 CFR, 9CFR, 21 CFR, and the USPS Domestic and International Mail Manuals.

Professional Experience

Sales Associate/Golf Sales Associate

April 2006 to Current Company Name - City , State

Provide customer service by analyzing and recommending proper equipment and set-up for the golf enthusiast

provides support with apparel and footwear

Equal Opportunity Advisor/Trainer

January 2011 to January 2014 Company Name - City , State

- Served as the principal advisor on the Special Staff and the Personal Staff to the Commanding General of the AMEDDC&S; principal duties included presenting briefings on sensitive issues and providing recommendations.
- Providing briefings to the Chief of Staff of the AMEDDC&S.
- Supervised 65 subordinate Equal Opportunity Leaders and one Equal Opportunity Advisor within the 32nd Medical Brigade.
- Managed the annual budget for the Equal Opportunity program, which consisted of \$45,000.
- Responsible for over \$1.6 million dollars worth of medical equipment and 8 medical evacuation vehicles in addition to managing an operational budget of \$20,000 for medical supplies and equipment (2009-2011).
- I possess two years and one month experience as a Military Medical Adviser/Trainer on a Military Transition Team in Iraq and Afghanistan.
- I was responsible for the planning and coordinating training with US Coalition forces at Camp Taji, Iraq and Wardak Province.

Sales Associate

January 2011 to January 2012 Company Name - City , State

- Four months experience as a Sales Associate at Bed Bath and Beyond at 4022 E 53rd St Davenport, IA 52807.
- Provided customer support and assisted customers in the selection of products for purchase.
- Additional duties included helping as a cashier during high volume customer periods and merchandising.
- Other duties included packaging and shipping merchandise to other stores.
- Assisted with the balancing and closing of the registers at the end of the night.

Manager

January 2008 to January 2010 Company Name - City , State

- One year experience as the Military Manager of the Rock Island Arsenal health clinic, Rock Island Arsenal, IL.
- Managed the daily operations of the health clinic with primary supervisory duties over 9 government civilian employees and two contract employees.
- Responsible for managing the annual clinical budget of \$500.00, which was used for ordering office and medical supplies, official temporary duty travel, and training for the maintenance of required licenses and certifications for the clinic physicians and medical staff.
- Was responsible for \$3.8 million dollars worth of equipment and facilities.
- In addition to recommending and overseeing the contracts for services provided to the clinic, such as regulated medical waste removal, radiological equipment services, oxygen delivery systems, and custodial services.

Sales Associate/ Forklift Driver

January 2007 to January 2007 Company Name - City , State

- One year, nine months experience as a Sales Associate at Hechinger's Home Improvement Centers at Fayetteville, NC.
- Provided customer support and assisted customers in the selection of products in the Lawn/Garden and Hardware/Tools departments; additional duties included merchandising, restocking inventory, receiving and inventorying truck shipments, sending merchandise to other stores, and using a forklift.
- This was a part time employment (1989 -1991).

Cashier

January 2006 to January 2007 Company Name - City , State

- Commercial Retail.
- Six months experience as a cashier in addition to helping close the registers in the evening at Bed Bath and Beyond, at 11745 W IH-10, San Antonio, TX 78230.
- Additional duties included customer support by providing information on various products and helping customers make a decision on their purchases.
- Assisted with the balancing and closing of the registers at the end of the night.

Education

Select One : Human Resources , May 2011 Defense Equal Opportunity Institute - City , State , USA

The Alternative Dispute Resolution Mediator course at DEOMI, Patrick Air Force Base.

Bachelor of Business Administration : International Business , 2015 University of The Incarnate Word - City , State , USA

Graduated with a 3.15 GPA

Deans List, Fall 2013

Human Resources , 2012 University of Pennsylvania - City , State , USA

Master Resiliency Trainers Course, Level I - University of Pennsylvania

Affiliations

National Society of Leadership and Success
Certifications

Basic Life Support (BLS) Instructor (CPR)

DOD Certified Alternative Dispute Resolution Mediator

DOD Certified Sexual Assault Advocate: