**Objective**

Seeking employment in an office environment where I can utilize my strengths, knowledge and experience and continue to develop project management and leadership skills.

**Overture**

Individual with years of experience working in diverse and demanding conditions requiring strong organizational, technical, and interpersonal skills. Professional and dependable services provided with a high degree of accuracy and attention to detail pertaining to quality and safety. Proficiencies include:

* *Quality Control/Assurance*
* *Problem Solving*
* *Hazardous Materials*
* *Specialized equipment*
* *Scheduling and Logistics*
* *OSHA Certification*
* *Typing/Computer expertise*
* *Intraagency coordination*
* *Confidentiality*

**Experience Highlights**

*Leadership*

* Managed a diverse team of technicians that included scheduling, training, supervision, and application of standards.
* Managed field operations: scheduling and coordinating with field crews, maintained adequate stock of expendables, serviced and maintained specialized equipment. Allocated resources to projects in the field depending on need and priority.
* Fosters teamwork through an inclusive approach toward decision making. Employee counseling in order to provide positive feedback and ensure quality workmanship.

*Related Experience*

* Mentoring individuals, creating a goal oriented environment, and motivating colleagues towards success.
* Decision making. Resource/time management. Optimized operations of finances, including but not limited to: budgeting, profits and loss, as well as maintaining service records for such finances.
* Management of large scale projects, materials, personnel and equipment over multiple projects.
* Designing and implementation of standards, practices and protocols. Inspection of projects and writing detailed proposals for client approval.
* Creation and maintenance of Standard Operating Procedures, Work Instructions, reference materials and safety documentation in an electronic document management system as well as paper hard copies.
* Proficient in entering data into customized systems and databases; as well as working with the Microsoft Office suite of associated programs, including Excel and Word.
* Experienced in handling, maintaining and utilizing specialized equipment; as well as detailed inventory and traceability requirements.

**Employment History**

**2015 - Present: *Quality Inn,*** Night Audit

**2010 - 2015: *ERR Solutions/Camo Property Restoration,*** Field Operations Director

**2008 - 2010: *Colorado Department of Corrections,*** Corrections Officer I

**2005 - 2008: *Sykes Enterprises,*** Financial Support Technician

**2002 - 2005: *First Health Network,*** Facility Technician/Office Service Clerk I

**2000 - 2002: *Cascade Electric,*** Electrician

**1998 – 2000: *Meer Electric,*** Electrician

**Education**

**2014 - Present: *Kennesaw State University***. Bachelor of Science, Computer Science

Expected Graduation: May 2019

**Research Interests**

Machine Learning, Software Risk Assessment, and Applied Computational Intelligence

**References**

**Randal Arnold**

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**Alex Lowe**

Office Manager

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**Neal Patel**

Owner

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