

Robert Garcia
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Houston, TX, 77034
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OBJECTIVE

Seeking an entry-level position utilizing leadership and analytical skills and over four years of military experience.

EDUCATION

University of Houston, Houston, TX

Anticipated graduation date: Dec 2017

Bachelor of Science in Organizational Leadership and Supervision

EXPERIENCE

United States Marine Corps, Twenty-nine Palms, California

July 2010 to Jan 2014

Supply Administration Clerk

- Worked alongside Information Technology personnel of a Marine Corps Base within inventory assistance on many occasions to replace thousands of computers.
- Wrote, typed, and entered information into computer to prepare correspondence, custodian asset reports and consolidated memorandum report, issuing and receiving receipts, and other documents.
- Executed daily operations of contacting Responsible Officers, inventoried equipment from \$250.00 to \$3,000,000.00. Reconciled accounts with the Responsible Officers, updated accounts and equipment into the Defense Property Accountability System and Global Combat Support System.
- Provided customer support to all of Marine Corps Air Ground Combat Center/Marine Air Ground Task Force Training Command Twenty-nine Palms, California, kept track of \$88,000,000.00 worth of equipment on base, provided support for all of Twenty-nine Palms in person, on the phone or by email.
- Analyzed, designed, developed and implemented the procedures for the Garrison Property and Table of Equipment section aboard the base.
- Successfully managed a 15-person team while doing the triennial inventories aboard the base(s).

MILITARY AWARDS

Marine of the Quarter aboard Marine Corps Air Ground Combat Center
Meritoriously Promoted the Lance Corporal

- Navy Achievement Medal
- Good Conduct Medal
- Meritorious Unit Commendation