

Richard Skott Allan

Career Recruiter—Systems Analyst

r.s.allan@outlook.com

[LinkedIn](#)® richard-s-allan

OBJECTIVE

Master of Science in Project Management with proven leadership and management skills through 13 years of experience in the United States Marine Corps.

EDUCATION

Florida Institute of
Technology- Melbourne,
FL
*Master of Science in Project
Management*

Liberty University-
Lynchburg, VA
*Bachelor of Science in
Interdisciplinary Studies:
Concentrations in Business
and Military Science*
Honors: Summa Cum Laude

KEY SKILLS

Communication
Leadership
Project Management
Sales Training
Public Speaking
Budgeting
Planning



EXPERIENCE

March 2016 – Present
US Marine • Career Recruiter • United States Marine Corps

March 2013 – February 2016
US Marine • Recruiter • United States Marine Corps

September 2008 – February 2013
US Marine • Diesel Technician • United States Marine Corps

Over the past 13 years as an active duty Marine, I have held many positions with a wide range of responsibilities. Each position required increasing levels of critical thinking, problem solving, and leadership.

COMMUNICATION

I have many hours of public speaking experience though my positions as a Recruiter and as a Career Recruiter. In my position as a Career Recruiter, I have provided countless hours of training covering subjects such as sales, public speaking, business analysis, and planning.

LEADERSHIP

My 13 years in the Marine Corps has been filled with numerous positions of leadership, and three intensive courses of advanced leadership. I have overseen the maintenance of dozens of pieces of heavy machinery, responsible for the success of multiple recruiting substations and the training and development of a 54-person recruiting station. Currently I supervise multiple aspects of the development of the Marine Corps' new recruiting information support system software.