

Firefighter/First Responder Firefighter/First Responder Aircraft Logs & Records and Systems Administrator Buffalo, NY Work Experience Firefighter/First Responder Buffalo Fire - Buffalo, NY February 2016 to Present Attending to emergency calls Adapting and reacting to different situations and individuals Promoting safety, education and risk prevention Represent and promote the Fire Department in a positive manner Account Specialist II American Coradius International, LLC - Amherst, NY 2014 to September 2016 Process files and activate new accounts Assist internal departments and clients with accessing information and troubleshooting problems Ensure client reporting, exception processing and file processing requirements and timelines are met Perform detailed reviews of letter data and Process and release the letter files Assist with mail processing, check depositing, payment posting, transaction balancing and remit reporting Comply with company policies and procedures Aircraft Logs & Records and Systems Administrator UNITED STATES MARINE CORPS - San Diego, CA June 2012 to July 2014 Maintained and accurately documented all aircraft and engine logbooks ? Directly responsible for Safety of Flight systems ? Trained, mentored and supervised a group of 4 Analysts ? Prioritized all requirements within the work center including staffing and scheduling of personnel ? Arrange for delivery, assembly, or distribution of supplies or parts to expedite flow of materials and meet production schedules ? Calculate figures, such as required amounts of labor or materials, manufacturing costs, or wages, using pricing schedules, adding machines, calculators, or computers Administrative Assistant UNITED STATES MARINE CORPS - San Diego, CA February 2010 to July 2012 Maintained and update filing, inventory, mailing, and database systems, either manually or using a computer ? Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints ? Compile, copy, sort, and file records of office activities, business transactions, and other activities ? Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers ? Type, format, proof read, and edit correspondence and other documents ? Answer telephones, direct calls, and take messages ? Complete work schedules, manage calendars, and arrange appointments Education Certification Marine Corps Institute June 2015 Regents Diploma

Burgard Vocational High School - Buffalo, NY 2009 Skills educating (4 years), Excel (4 years), inventory (4 years), MS Excel (4 years), MS PowerPoint (3 years) Military Service Branch: United States Marine Corps Rank: Sgt Certifications/Licenses Driver's License July 2006 to Present Additional Information SKILLS SUMMARY ? Computer Skills including MS Word, MS Excel, MS PowerPoint, Outlook Express ? Time Management ? Supervisory Skills ? Organizational Skills ? Project Management ? Inventory Management ? Training/educating

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