**Quentin T. Irion**

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(206) 715-6117

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**Qualifications Summary**

* Over seven years of experience working with different populations
* Able to work independently and as a member of a team
* Motivated problem solver. Adaptable to change under stressful circumstances
* Excellent written and oral communication skills and proficient in public speaking
* Possess a valid Washington State driver’s license

**Education**

**Western Washington University, Bellingham, WA June 2011**

*Bachelors of Arts, Human Services*

**Professional Experience**

**Veterans Outreach Center Coordinator September 2010 – June 2011**

*Western Washington University, Bellingham, WA*

* Networked and collaborated with veterans organizations
* Assisted clients with referrals to organizations to obtain VA benefits.
* Interviewed, hired and trained personnel to assist in daily office operations
* Provided a safe space for veterans and/or dependents as needed
* Provided daily outreach and quarterly outreach programs for veteran students
* Maintained records and daily logs to monitor utilization of office resources.
* Procured funding and donations for programs

**Team Leader** **October 2004- February 2009**

*U. S. Army, Fort Lewis, WA*

* Supervised and trained 6 personnel in daily operation procedures
* Trained personnel on tactical support procedures, organizational, and office policies
* Educated personnel on maintaining safety supplies for regulation compliance
* Designed new method of team communication in stressful situations
* Instructed classroom sessions to provide training as needed

**Technical Skills**

* Expert with MS Word, MS Excel, MS Outlook, and PowerPoint
* Experience with Social Media sites
* Familiar with MAC programs: Pages, Aperture, Keynote, and Numbers