

Summary

Military Professional with experience in team management, administrative accountability, and supply management. Effectively managed more than \$2 million in equipment and weaponry. Responsible for maintaining all aspects of the unit's sensitive/controlled items.

Experience

Malibu Clubhouse Homestead, FL, November 2019- May2021

Front Desk/Pool Attendant

- Supervising facilities that include pool, fitness area, grand room.
- Administering paperwork such as applications for clubhouse use.
- Secure facility at the end of work shift including checking exits/entrances, lights, alarms.
- Assist with functions at the clubhouse reserved by residents
- Ensure public areas and equipment are clean and in operable working order

West Kendall Baptist Hospital Homestead, FL, July 2017- December2018

Environmental Technician 2

- Disposal of hazard waste, radioactive waste, sharp, container, and boxes from the building.
- Help the other associates on my team, and other department with any of their duties.
- Assist in the linen room with inventory and delivering linen throughout the hospital.
- Took over supervisor's responsibilities if the supervisor was absent or if was told to.

A1A Sod Sand & Soil Homestead, FL, April 2017 – July 2017

Cashier/Administrative Clerk

- Set up appointments, operated cash register at check out, and other related duties.
- Balanced cash drawers, prepared store deposits, completed necessary paperwork for closing.
- Counted money in register in the opening and closing to ensure accurate amounts and adequate change available during the work shift, as well as computed and recorded total of transactions.
- Guided and solved queries of customers.

Plants in Design Miami, FL, November 2016- April 2017

Data/Inventory Control

- Maintained daily inventory of various variety of plants, accurately entering data into various computer programs.
- Entered monthly shipments, recorded data for future sales, as well composed excel spreadsheets of inventory.

United States Marine Corps Oceanside, CA, September 2011- September 2015

Armory Supervisor

- Performed maintenance and corrective maintenance on all weaponry in the armory.
- Trained employees in physical security and armory procedures, composed inventory tracking system for all weapons and gear within the armory.
- Devised inventory system for weapon/optics issued to customer, applied modification to more than 1000 weapons.

Education

Florida International University, Miami, FL *Bachelor's Degree in Computer Science*

Miami Dade College, Miami, FL *Associate's Degree in Computer Science*