

DUSTIN KINDRED
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OBJECTIVE

To obtain a position that utilizes the skills and education that I have obtained through the continued perseverance in higher education.

EDUCATION

Chadron State Collage, Chadron, Nebraska 2016

Currently enrolled in the Masters of Organizational Management Program (Human Resources)
Expected graduation, December 2016 - GPA 3.667

National American University, Rapid City, South Dakota 2013

Bachelor of Science, Business Management - GPA 3.08

Western Dakota Technical Institution, Rapid City, South Dakota 2011

Associate of Applied Science, Fire Science - GPA 3.14

EXPERIENCE

Old West Escrow Company

Account Manager Rapid City, South Dakota May 2016- Current
My job at Old West Escrow is to record numerical data to keep financial records complete. This is done by performing any combination of routine calculating, posting and verifying duties to obtain primary financial data to administer privately funded contracts. The job also requires the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

Old West Escrow Company Internship

Account Manager Rapid City, South Dakota January 2016-May 2016
My job at Old West Escrow is to record numerical data to keep financial records complete. This is done by performing any combination of routine calculating, posting and verifying duties to obtain primary financial data to administer privately funded contracts. The job also requires the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

Rushmore Mall

Marketing Administrator Rapid City, South Dakota December 2013-September 2015
As a Marking Administrator my job was to coordinate all the marketing activities and improve the performance of the company's brands and products. Working closely with senior management for implementation of various marketing plans and activities aimed at increasing the business of the company. Provide market research and generate performance reports.

Behavioral Management Systems

Team Coordinator Rapid City, South Dakota May 2011 - November 2013

As a team coordinator my job responsibilities were to oversee the daily job duties of six 28employees. This included time card approval, employee performance evaluations, and coordinating services between community partners for people with a mental illness. I was also in charge of creating marketing materials to further enhance the Crisis Care Center's presence in the community. These materials contained brochures and flyers using a variety of software. My other duties included proving suicide prevention counseling and medical evaluations of consumers referred to the center or entering the center with a mental health crises and maintaining a budget to reduce costs.

Rushmore Mall

Guest Services Representative Rapid City, South Dakota November 2008 - June 2011

I performed as sales agent and information source for guests and tenants of the Rushmore Mall. Working with the Marketing Director I helped to develop e-mail lists for the mall's e-mail blast newsletter. I also created a database of all past and potential corporate clients that Simon Malls Inc. used to market gift cards.

U.S Forest Service

Firefighter Spearfish, South Dakota June 2010 - August 2010

I worked with a fire crew managing prescribed burns, wildfire suppression, and fire preparedness. Duties included conducting regular maintenance and repairs on various equipment such as fire engines, tractors, mowers, chain saws, and hand tools; serving as an engine crew member during fire break preparation; and when not involved with fire related activities, I conducted natural resources-related project work on behalf of the United States Department of Agriculture in coordination with other federal and state agencies around the country.

Military Service

U.S Navy Reserves

Electrician

Navy Seabee Battalion 715 Sioux Falls, South Dakota November 2008 - September 2012

Assigned as a Petty Officer Second Class in Navy Seabee Battalion 715, I served as a Squad Team Leader where I supervised over 16 other sailors, and performed a variety of tasks including the conduct of quarters, troop movement and the supervising of daily cleaning activities.

U.S Navy

Aviation Data and Systems Technician

October 2004 - October 2008

In this position I performed a variety of clerical, administrative, and managerial duties necessary to keep aircraft maintenance activities running efficiently. This required close communication with all other aviation maintenance personnel

March 2007 October 2008: On the USS Abraham Lincoln I served as a quality assurance representative. As a member of (QA) I was the Navy Aeronautical Technical Publications Librarian responsible for dispersed libraries, work center audits and the training of dispersed 29 librarians. As a Publications Librarian I created and maintained 4,500 technical publications using software such as Word and Adobe Acrobat Pro. I also disseminated over 22,853 technical directives to appropriate work centers aboard the ship. I successfully initiated, merged and transitioned their expansive library to a digital format reducing paper publications by over 20 percent. This transition resulted in an annual cost savings to the Navy of \$41,256.

March 2005 March 2007: While assigned to Air Test and Evaluation Squadron 30 I served as plane captain training coordinator, support equipment coordinator and aviation armament equipment coordinator. I trained new sailors in the successful launch and retrieval of Navy aircraft. I also ensured that aircraft were “safe for flight” by performing regular daily, weekly and monthly inspections. I managed over 220 pieces of aircraft support equipment, ensuring their proper maintenance cycles were completed. As a result of my diligent efforts the squadron received zero discrepancies in three straight annual inspections.

APPLICABLE SKILLS

Microsoft Office Suite (2003-2013)
Accounting principles
Principles of Finance
Strong Organization
Task Oriented
Self Motivated

Technical Writing
Microsoft Publisher
HR Concepts
Communication Skills
Self-Starter

References

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