

+1 407 906 4196 hookc123@hotmail.com Orlando, FL 32817

PROFESSIONAL SUMMARY

Dedicated and adaptable professional with 8 years of military experience in the Marine Corps, specializing in leadership, training, and operational efficiency. Proven ability to lead and mentor diverse teams, manage complex projects, and deliver results under high-stakes environments. Currently pursuing a Bachelor's in Computer Science with hands-on skills in programming, data analytics, and game development using C# and C++. Known for strong communication, attention to detail, and problem-solving abilities. Eager to apply analytical and technical skills in database management, application development, and project support within a dynamic team setting.

EDUCATION

Bachelor of Science in Computer Science
Full Sail University - Winter Park, FL

Jun 2025

High school diploma

May 2012

Gateway High School - Florida

WORK EXPERIENCE

Damage Assessor, Best Choice Roofing, Nov 2022 - Current, Kissimmee

- Conducted detailed damage assessments and prepared accurate repair estimates for residential properties.
- Educated homeowners on the claims process, improving customer satisfaction and claim success rates.
- Coordinated restoration projects, ensuring timely material orders and efficient project workflows.
- Maintained clear communication between clients, the production team, and stakeholders to enhance project completion rates.
- Completed weekly reports and tracked funds, achieving over 90% record accuracy.

Residential Sales Representative - Solutions Advisor, ADT Security Services, Jun 2022 - Nov 2022, Orlando

- Developed and executed lead generation strategies, consistently exceeding monthly sales targets.
- Managed client relationships and assessed security needs, tailoring solutions to increase client retention.
- Demonstrated leadership by effectively coordinating between departments to streamline sales processes.
- Leveraged marketing and communication skills to maximize reach and conversion rates.

SFTC Instructor, U.S. Marine Corps, Oct 2021 - Mar 2022, Chesapeake

• Led instructional sessions for junior Marines, utilizing advanced motivational techniques and

- achieving a 98% pass rate.
- Maintained and updated electronic student records, ensuring data accuracy and accessibility for assessments.
- Conducted risk assessments for all training activities, reducing incidents and enhancing safety protocols.
- Mentored students in both academic and personal development, resulting in improved performance and morale

School's NCO, U.S. Marine Corps, Aug 2019 - Oct 2021, Chesapeake

- Organized and tracked training for over 100 personnel, ensuring full readiness and compliance with unit standards.
- Created Excel spreadsheets and updated PowerPoint presentations for essential mission briefings, enhancing communication and readiness.
- Coordinated with schools and senior offices to arrange educational opportunities for Marines, improving professional development pathways.

MTU Chief, U.S. Marine Corps, Apr 2017 - Aug 2019, Camp Pendleton

- Managed an Indoor Simulated Marksmanship Training (ISM) system valued at over \$1 million, leading training sessions and optimizing equipment use.
- Supervised marksmanship training for Marines, achieving high qualification rates through targeted coaching and virtual training simulations.
- Oversaw military assets valued over \$500,000, ensuring accountability and operational readiness across training operations.

Security Officer, HHS: Healthcare and High-Risk Security Services, Sep 2017 - Mar 2019, Mission Viejo

- Monitored facilities to deter crime and ensure safety, covering high-risk areas and responding swiftly to emergency situations.
- Maintained clear and accurate incident reports, enhancing facility security protocols and situational awareness.
- Built positive relationships with facility staff, fostering cooperation and effective communication in high-stress environments.
- Enforced facility regulations and ensured compliance, contributing to a secure and orderly environment for patients, staff, and visitors.

Machine Gunner, U.S. Marine Corps, Mar 2014 - Apr 2017, Camp Pendleton

- Expertly deployed and managed the 7.62mm medium machine gun, providing direct fire support for various Marine Corps units.
- Trained and mentored junior Marines in machine gun operation and tactical applications, elevating team readiness and capability.
- Acted as liaison between team members and command staff, ensuring effective communication and mission alignment.
- Briefed squad members on operational plans and combat maneuvers, promoting clear understanding and coordinated execution.

- Military Experience (8 years)
- Security
- Classroom Management
- Teaching
- Presentation Skills
- Unity
- Troubleshooting
- Test Cases
- Solution-oriented
- Oral Communication
- Critical Thinking
- Memory Management
- Problem Solving
- Game Development
- Programming
- Computer Science
- Attention to Detail
- Sales Operations
- Sales
- Salesforce.com
- Military Transition
- Management
- Leadership Development
- Training
- Accountability
- Detail orientation
- Problem-Solving
- Math aptitude

- Writing Skills
- Mentoring
- Curriculum Development
- Public Speaking
- Object-Oriented Programming (OOP)
- Gameplay Programming
- Logic Design
- Digital Logic
- Team Leadership
- Easily Adaptable
- Data Structures
- Video Games
- C#
- C++
- Data Analytics
- Visual Studio
- Residential Roofing
- Sales Processes
- Direct Sales
- Marines
- Military Affairs
- Time Management
- Leadership
- Overseeing Projects
- Communication Skills
- Interpersonal Skills
- Decision-Making
- Continuous Improvement