

Stephen Holland

Project Manager

Peyton, CO - Email me on Indeed: [indeed.com/r/Stephen-Holland/4acbf2b32778709e](https://www.indeed.com/r/Stephen-Holland/4acbf2b32778709e)

Self-motivated and team oriented individual that thrives on challenges. Over 16 years of experience in operational management and execution of directives, training, and reports. Expertise in case management, time management, organization, and customer service. Qualifications include a Master of Science in Accounting; Bachelor of Science in Business Management; comprehensive field training; and extensive experience in management and administration.

Authorized to work in the US for any employer

WORK EXPERIENCE

Project Manager

Computer Sciences Corporation - January 2015 to October 2015

Full Time 40 Hours)

Responsible for implementation and execution of task based work orders. Coordinate work flow through resources and teamwork to bring completion to scope of work for various sized organizations.

Prepared project plans and implementation documents to vendors to track milestones and work completion.

Completed 28 projects while maintaining a working project load of 39 projects to date.

Managed the budgets within the scope of work and provided weekly updates to revenue and to the customers.

Identified, assessed, and communicated risks and potential challenges within the scope in a timely manner.

Provided leadership and excellent customer service throughout each project.

Experience

Results:

Production Lead

Peak Analysis and Automation - November 2013 to January 2014

Full Time 40 Hours)

Oversaw four CNC machines, four machinists, one technician adviser and two machine technicians. Partnered with various vendors for outside items and shipping materials.

Shipped 20 custom order robots to various vendors while overseeing the shipments and upgrades of 30 additional robots.

Assisted in updating inventory control procedures.

Served on team which provided all robots and personnel for trade shows.

Increased CNC machine time by maximizing parts to be made and in order of precedence.

Experience

Results:

Office Administrator

Internal Revenue Service - March 2009 to November 2013

Full Time 40 Hours)

Daily use of Microsoft Office applications. Coordination and processing of payroll and human resource functions for department, to include training needs. Excellent customer service skills, while providing feedback and expertise with enhancement in database development.

Managed and organized audit cases for 15 field agents.

Safeguarded sensitive information to include social security numbers and individual income reports.

Implemented internal control procedures for file organization and maintaining accurate record retention standards.

Coordinated all logistic measures for over 11,000-tax document transportation.

Assisted an estimated 800 taxpayers during high traffic tax filing season in 2012.

Organized time reporting and travel for 15 employees.

Decreased spending by nearly 40% by evaluating and controlling current budget expenses.

Daily use of IRC, IDRS, ERCS, and ETES.

Experience

Results:

Assistant Store Manager

The Vitamin Shoppe - September 2008 to March 2009

Full Time 40 Hours)

Assisted in daily operational aspects of staff development and merchandizing guidelines. Created employee schedules, conducted on-going staff training, budget control, loss prevention, policies and procedures for cash handling, daily/nightly audits, and cycle counts. Completed product/vendor knowledge training through Vitamin Shoppe University conducted through Florida State University.

Assisted in payroll procedures to include staffing and sales goals for multiple employees.

Managed multiple employees in providing superior customer service and accurate product knowledge.

Assisted in inventory control levels to include loss prevention from both internal and external customers.

Responsible for ordering and maintaining inventory of approximately \$400,000.

Improved employee morale and developed long lasting customer relations.

Experience

Administrative Chief/ Combat Engineer

United States Marine Corps - July 1999 to October 2008

Full Time 40 Hours)

Company Gunnery Sergeant in absence of individual

United States Marine Corps - 2007 to 2007

Nine years experience in payroll and file maintenance leading to work flow productivity. Extensive experience in developing spreadsheets, professional documents, and power point presentations using Microsoft applications. Completion of training and execution in two separate specialties within the United States Marine Corps. Assisted Division General's Office. Appointed Company Gunnery Sergeant in absence of individual. Supported battlefield operations during overseas assignment in Iraq (Operation Iraqi Freedom, 2007).

Results:

Manage Company administrative requirements, maintain company databases, analyze reports, and maintain personnel rosters. Oversaw the planning and coordination of all annual and semi-annual training and tracked progress in the company database for 26 companies (nearly 300 personnel).

Planned, coordinated, and supervised company level pre and post-deployment training.

Created and maintained a database for 500 individuals with over 50 fields of for deployment readiness.

Trained five individuals on administrative procedures and requirements to include Microsoft applications.

Experience and proficiency in the administrative field was instrumental in deploying 85 personnel to Iraq and redeploying 150 personnel from Iraq over a two-month period.

Functional readiness inspector for facilities within the Division.

Assistant Division information systems coordinator.

Representative to the Marine Corps Base Camp Butler minor construction review board.

Coordinated and supervised the maintenance and upkeep of the division command post to include the processing of 79 service tickets and 36 work requests.

Supervised the coordination of 30 heavy lift requests in support of unit deployment programs and High Speed Vessel (HSV) operations.

Recognition & Awards

Non-Commissioned Officer

United States Marine Corps - 2000 to 2000

2001), two Navy Unit Commendation Medals (2000/2004), two Good Conduct Medals (2002/2005), Marine Corps Commendation Medal (2004), and Global War on Terrorism Service Medal (2006), three Naval Sea Service Deployment Medals (2006, 2007, and 2008), two Letters of Appreciation (2006/2008), and Iraqi Campaign Medal (2007), Awarded PACE award (2012) by the Internal Revenue Service, and inducted into Delta Mu Delta, Lambda Sigma Chapter (2012).

EDUCATION

Master of Science in Accountancy

University of Phoenix

March 2015

Bachelor of Science in Business Management

University of Phoenix - Colorado Springs, CO

December 2011

SKILLS

Management (8 years)

ADDITIONAL INFORMATION

Key Skills

- Microsoft Office Applications
- Emergency Planning & Response
- Project Management
- Cross Functional Team Leadership
- Operations Management

- Fiscal Responsibility
- Problem Resolution
- Interviews
- Sales Management
- Office Administration

- Organizational Development
- Database Administration
- Government Procurement
- Communication
- Detail Orientated