Chrisey Hillgen

Hebron, KY

(859) 808-0399

chriseyhillgen@gmail.com

# SKILLS

Salesforce

Microsoft Excel

Microsoft Office

Microsoft Word

SPS Commerce

Global Workplace Solutions

RF Scanners

ASN’s

Retail Compliance

Detail Orientation

Team Work

Problem Solving

# **EXPERIENCE**

## UPS SCS, Hebron, KY *-*

## *Warehouse Associate II*

August 2017 - PRESENT

* Inbound processing, scanning orders, shipping and receiving, put-a-way, data entry into computerized inventory control systems and inventory control.
* Loading and unloading, packing and unpacking and auditing

## First Hospital Wyoming Valley , Wilkes Barre, PA *-*

## *Mental Health Technician*

January 1999 - November 2001

* Organize, supervise and encourage patient participation in educational and recreational activities.
* Document patient treatment interventions, behavior and progress.

## US Army ,Various Locations*-*

Human Resources Specialist

* 2004 - 2006 (3 years)
* Maintain and process personnel records.
* Prepare and process requests for transfer or reassignment.
* Process classification/ reclassification actions.
* Prepare orders and requests for orders.
* Prepare and maintain officer and enlisted records. Prepare and review casualty documents.
* Process documents for awards and decorations.
* Post changes to Army regulations. Maintain files on automated data processing system.
* Knowledge of provision and limitations of Freedom of Information and Privacy Acts.

Bridge Crewmember

* 2002 - 2004 (3 years) Assist in assembly, erection and disassembly of floating and fixed prefabrication bridges.
* Use and maintain hand tools. Assist in rigging.
* Prepares and operates assault boats. Reads, interprets, and plots maps, overlays and photos.
* Assists with tactical operations. Provides engineer bridging for streams and dry gaps

Heavy Equipment Operator

* 1997 - 2002 (6 years)
* Operate wheeled tractors with dozer attachments, scoop loaders, motorized grader, towed or self propelled scraper and crawler.
* Clear strips, rough - grades, excavates, backfills, levels, slopes, cuts, ditches and stockpiles with crawler, wheeled tractor with dozer attachment and scoop loader.
* Loads equipment for movement drive tractor - trailer for hauling, performing operator maintenance and assists mechanics; assist in combat engineer missions.

**Volunteer**

**USO**

February 2017 - Present

**Girl Scouts of Kentucky Wilderness**

**2014 - Present / Co- Leader ( Aug 2017 - Present)**

**EDUCATION**

## Claremont Graduate University - Peter F. Drucker Graduate School of Management, Certificate

## MBA Essentials with Salesforce Applications

## April 24, 2017

## 

**Salesforce University Certificate**

ADM 201 Administration Essentials for New Admins

May 22, 2017 - May 26, 2017

**Interservice Training Review Organization** **Certification,** Construction/Heavy Equipment/Earthmoving Equipment Operation,

August 1998 - October 1998

**Vetforce**

Trailhead training in multiple areas and continue to expand knowledge areas.

**FEDVTE**

Coding

Critical Infrastructure Protection

Reverse Engineering

Advanced PCAP Analysis and Signature Development

Advanced Windows Scripting

Cloud Computing Security

CompTIA A+

CompTIA Network

Cyber Risk Management

Cyber Security Investigations

DOD IA Boot Camp

Mobile and Device Security

Offense and Defensive Network Operations

Root Cause Analysis

Radio Frequency Identification Security

Securing Infrastructure Devices

**AWARDS**

Army Service Ribbon

National Defense Service Medal

Kentucky Service Ribbon

The Army Reserve Components Achievement Medal