Michael G. Fitch

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**Administrative**

Sharp dedicated administrative personnel, with long-standing and diverse experience, throughout multiple layers of the United States Army, during a 20 year long active duty career. Work experiences range from a company orderly room clerk, battalion administrative supervisor, mailroom room supervisor, Pentagon passport courier, and multiple administrative assignments throughout two tours in Iraq.

* Orderly Room Clerk
* Battalion Administrative Clerk
* Battalion Mailroom Supervisor
* Brigade Administrative NCO
* Pentagon Passport Courier

**Professional Experience**

**United States Army**

**Combat Support Coordination Team #3: 21 September 1990 to 5 November 1991**

As part of the admin log section in the command bunker, accurately received, tracked and processed all paperwork for a battalion detachment consisting of 100-150 personnel, located on the Third Republic of Korea Army (TROKA) compound at Camp Yongin. The camp was located two hours from Seoul, Korea, which necessitated paperwork being transferred by van to Yongsan, Korea for further processing. As a member of the admin log section in the bunker, performed as part of the administrative detachment during numerous exercises, including the popular Team Spirit exercises.

**Headquarters Company, USAG, Fort Ritchie: 25 November 1991 to 15 February 1996**

Ran a battalion sized orderly room for a company consisting of 800 to 900 Soldiers. As the only member of this administrative orderly room, ensured hundreds of pieces of paperwork were accurately, received, processed, and tracked daily for the unit. Coordinated monthly award ceremonies with higher headquarters. As the unit’s mailroom supervisor, ensured all incoming pieces of mail were properly received and distributed in the proper mailboxes. Ensured outgoing mail was properly accounted for and delivered to mail truck each day.

**275th Signal Company, Yongsan, Korea: 02 April 1995 to 01 April 1996**

Ran a company sized orderly room for a signal company consisting between 400 to 450 Soldiers, who serviced many different units throughout the Republic of Korea. Ensured many pieces of paperwork, including financial documents were accurately received, tracked, and processed daily for the company. Served also as the company mail clerk, ensuring all mail was accurately received, and distributed to personnel in the company.

**USASCAF, Pentagon: 01 May 1996 to 15 December 1999**

Served as a passport courier for Pentagon passport office. Responsible for delivering government passports for all DOD agencies and all uniformed services to the many different foreign embassies in Washington D.C. Ensured government documents were accurately received, tracked and delivered to the State Department and many other government agencies.

**20th Support Group:** **01 January 2000 to 16 January 2004**

Served in many different jobs, from the 20th Support Group Assistant Housing Manager, to the Mailroom Manager to the Battalion Administrative Clerk. As the Assistant Housing Manager, ensured all active duty and civilian workforce were properly assigned housing on Camp Henry, Camp George, and Camp Walker. Ensured all off-post housing was properly inspected, so that they met United States Forces Korea (USFK) housing standards. Served as a unit mailroom manager. Ensured all mail was properly received, processed and distributed in a timely manner. Served as a Battalion Administrative Clerk. Ensured all battalion awards were received, tracked and processed in a timely manner. As the Battalion Publications clerk, properly ordered, tracked and distributed publications that were delivered to unit.

**Military Entrance Processing Station: 18 January 2004 to 10 May 2006**

Served as both a test administrator and operations clerk for an Alaskan MEPS stations. As a test administrator travelled to all schools throughout both metropolitan and rural Alaska, administering the Armed Forces Services Vocational Aptitude Battery (ASVAB). Ensured tests were accurately administered and brought back to the MEPS for further processing.

**702d Battalion Support Battery Joint Base Lewis-McChord**

Served as the Battalion Administrative manager, ensuring all paperwork and financial documents were received, processed, tracked, and distributed for future actions. Participated in two deployments to Iraq as part of the battalion administrative team. Conducted population updates for daily morning briefings.

**Additional Skills**

1. Microsoft Excel
2. Microsoft PowerPoint
3. Microsoft Word