

## **OBIE C. CARNATHAN**

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### ***SUMMARY OF QUALIFICATIONS***

- United States Citizen
- 4 years of active duty service United States Marine Corps (3531-Motor Transport Operator)
- 30 years of age
- High School Diploma
- Customer service oriented
- Able to multitask
- Experienced with various operating systems (Mobile/Desktops)
- Willing to work multiple shifts
- Alabama driver's license
- Remain calm and work well under demanding conditions
- Equally effective working independently and in cooperation with others
- Skilled and thorough in analyzing problem situations and finding creative solutions

### ***PROFESSIONAL ACCOMPLISHMENTS***

#### **Management/Supervision**

- Led and Supervised a platoon of Marines(12-16) responsible for screening, testing, and licensing Marines throughout 2DMARDIV to operate various tactical vehicles
- Assigned employees to specific duties and billets based on their knowledge and physical capabilities
- Enforced quality assurance by examining equipment and implementing safety and immediate action procedures
- Identified strengths and weaknesses of alternative solutions or approaches to problems
- Mentored and counseled fourteen Marines as the Platoon Sergeant to maintain a positive attitude and ensured morale remained at high levels
- Managed my platoon by preparing work schedules and assigning specific duties based on skills and abilities
- Provided quality control and operational oversight to multiple projects
- Primary source for the accurate and timely reporting of information concerning personnel issues including dental and medical readiness
- Determined schedules, sequences and assignments for work activities, based on work priority, quantity of equipment and skill of personnel
- Monitored work levels and reviewed work performance; recommended or initiated personnel actions, such as promotions, transfers or disciplinary measures
- Counseled personnel about work-related issues and mentored them to correct job-skill deficiencies
- Communicated effectively in person, by phone, or by email and maintained records of assessment results, progress and feedback ensuring confidentiality

#### **Loss prevention**

- Identified and reported safety concerns to maintain a safe shopping and working environment.
- Conducted store audits to identify problem areas or procedural deficiencies.
- Monitored compliance with standard operating procedures for loss prevention, physical security, or risk management.
- Inspected buildings, equipment, or access points to determine security risks.

#### **Administrative Specialist**

- Executed records management by understanding proper formatting and criteria for running reports; reviewed and verified information, audited records for accuracy and completeness

#### **Training Manager – Administrative**

- Distributed training schedules to department heads to inform them of upcoming mandatory training.
  - Reviewed documents such as staffing roster to determine personnel numbers or material requirements for scheduled classes.
  - Requisitioned and maintained inventories of materials or supplies necessary to supply classrooms
  - Arranged for training for new staff members or to re-certify individuals for licensing
  - Conferred with department supervisors or other personnel to assess progress and determine training schedules.
  - Examined documents assess completeness, accuracy, and conformance to standards and specifications
- Record data into training software programs that track completion and current status of individuals

#### **Organization & Problem Solving**

- Created alternative solutions to problems during times when supplies and materials were limited or not available; developed creative solutions to problems by using logic and reasoning
- Analyzed information and problem solving with little to no guidance from supervisors and in situations in which immediate decisions were needed
- Prioritized work by understanding the needs of the mission, available resources and supplies
- Organized the work of others based on priorities set by higher level authorizes and ensured all materials were in place to get the job done

### **Customer Service/Sales**

- Assisted new and returning clients with purchase and/or updates of financial products
- Developed and maintained business relationships
- Identified prospective customers using established lead methodologies for new business
- Completed contract documents and supporting paperwork to finalize insurance policies
- Identify customers' needs, clarify information, research every issue and provide solutions and/or alternatives.
- Customer focus and adaptability to different personality types.

### ***WORK HISTORY***

<b>Assistant Manager</b>	Trussville, Alabama	2011 to 2012
<b>Chief Licensing Instructor</b>	Jacksonville, North Carolina	15Jan-15Oct
<b>Motor Transport Operator</b>	Jacksonville, North Carolina	2013 to 2016
<b>License Examiner</b>	Jacksonville, North Carolina	2014 to 2016
<b>Training Manager</b>	Jacksonville, North Carolina	2015 to 2016
<b>Platoon Sergeant</b>	Jacksonville, North Carolina	2015 to 2016
<b>Filler Operator</b>	Birmingham, Alabama	2017 to 2018
<b>Licensed Life Insurance Agent</b>	Hoover, Alabama	2017 to 2020
<b>Communications Specialist</b>	Birmingham, Alabama	20Mar to 20Sep

### ***Volunteer***

<b>Camp Lejeune Youth Soccer Assistant</b>	Jacksonville, North Carolina	15Aug-15Nov
<b>Camp Lejeune Youth Basketball Coach</b>	Jacksonville, North Carolina	15Dec-16Mar
<b>Camp Lejeune Youth Track Coach</b>	Jacksonville, North Carolina	16Mar-16May
<b>Camp Lejeune Youth Football Assistant</b>	Jacksonville, North Carolina	16Aug-16Nov

### ***TRAINING AND EDUCATION***

#### **Military Training**

- Marine Combat Training
- Leading Marines
- Marine Corps Martial Arts Program-Green Belt
- Terrorism Awareness for Marines
- Principles of Instruction for the Marine NCO
- Microsoft Office Training
- Desert Operations
- Corporals Distance Education
- Sergeants Distance Education
- Suicide Prevention Trainer
- Behavior Health Issues Instructor
- Certified Personal Trainer (NASM)

**Shades Valley High School** – Irondale, Alabama -High School Diploma and Technical Diploma

### ***AWARDS/SPECIAL RECOGNITIONS***

**Good Conduct Medal** (2015) Recognized for exemplary personal and professional conduct

**Letter of Appreciation** (2014) Convoy escort, ensuring that 32 vehicles reached their destination by clearing lanes, setting blocking positions and assisting in recovery operations.

**Meritorious Mast** (2012) Recognized for exceptional conduct and performance of duties

**285 Club** (2012/2014/2015) Recognized for achieving a superior level of physical performance by scoring 288, 292 and 300 on the United States Marine Corps Physical Fitness Test