**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***

**Assistant Manager** Trussville, Alabama 2011 to 2012

**Chief Licensing Instructor** Jacksonville, North Carolina 15Jan-15Oct

**Motor Transport Operator** Jacksonville, North Carolina 2013 to 2016

**License Examiner**Jacksonville, North Carolina 2014 to 2016

**Training Manager**  Jacksonville, North Carolina 2015 to 2016

**Platoon Sergeant** Jacksonville, North Carolina 2015 to 2016

**Filler Operator**  Birmingham, Alabama 2017 to 2018

**Licensed Life Insurance Agent** Hoover, Alabama 2017 to 2020

**Communications Specialist** Birmingham, Alabama 20Mar to 20Sep

***Volunteer***

**Camp Lejeune Youth Soccer Assistant** Jacksonville, North Carolina 15Aug-15Nov

**Camp Lejeune Youth Basketball Coach** Jacksonville, North Carolina 15Dec-16Mar

**Camp Lejeune Youth Track Coach** Jacksonville, North Carolina 16Mar-16May

**Camp Lejeune Youth Football Assistant** 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