

Tyler Koepke

5425 W. Brown Deer Rd., Milwaukee, WI 53223 • 262-416-3993 • t.koepke10190@gmail.com

Military Experience

June 2011 – June 2015

Corporal, U.S. Marine Corps

- Two deployments over-seas including one to a combat zone in Afghanistan
- Tested in high stress situations, formulated to promote attention to details while under duress
- Trained as a professional observer
- Applied the knowledge gained in high stress situations during a seven-month deployment to Afghanistan
- Achieved the ranks of Non-Commissioned Officer in 3 years
- Excelled in a leadership role above education level. Controlled and responsible for equipment worth up to \$100,000
- Planned and conducted meetings with supervisors, peers, and subordinates as a team leader to brief them on the plans orchestrated to accomplish high pressure assignments
- Measured workloads and calculated how many people were needed to perform tasks and assigned specific tasks to subordinates based upon their skill sets for the purpose of optimal team efficiency
- Led team-oriented assignments with up to 10 subordinates

Military Honors/Awards:

- Honorable Discharge for four years of honorable service January 2015
- Good Conduct Medal June 2014
- Meritorious Mass for Selfless Service while in Afghanistan June 2013

Education

Marquette University, Milwaukee, WI

May 2019

Bachelor of Arts in Sociology

- Proficient in Statistics and Data Analysis
- Skilled in Data Collection
- Skilled in Experiment building
- Knowledgeable in Human Behavior and Interactions

Certifications

Lean Six Sigma Green Belt

June 2019

- Competent in DMAIC Methodology, Lean Principles, 5S, Root Cause Analysis and Waste Elimination

Work Experience

Process Improvement Manager, *Schlossmann's Subaru City, Milwaukee, WI*

April 2018–Present

- Conducts DMAIC projects
- Conducts 5S and Visual Workspace projects
- Coordinates and leads monthly meetings with 8 team members
- Builds and updates Process/Procedure Maps used for training purposes
- Reports to company Leadership regarding project results
- Proficient in Microsoft Visio, Excel, and Powerpoint

Administrative Assistant, *Zeckel Law Offices, Menomonee Falls, WI*

November 2017–April 2018

- Filed documents with the Court using WI CCAP and e-filing system
- Attended various Court Hearings with Attorney
- Assisted with the drafting of legal documents, drafting and receiving correspondence between attorneys, clients, and Court personnel
- Organized and updated client files for all clients.

Self-Employed, *Koepke Painting, Kewaskum, WI*

June 2015–June 2017

- Started and managed own painting business
- Improved style and technique through training
- Incurred problems and solved them