

Training & Development | Administrative Management | Program Leadership

Experienced professional offering a diverse background in learning and development, leading and motivating teams, and administration. Proven ability to organize and manage complex and detailed programs and systems. Military veteran with a 10-year record of professional achievement, superior performance, and meritorious service.

Education

University of Phoenix
Bachelor of Arts in History and Social Science

May 20XX

Security Clearance

- Active Top Secret Clearance
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Special Training

- Electronics and Computer Training
 - Equal Employment Opportunity
 - Sexual Harassment: What It Is & What It Isn't
 - Alcohol: Drug Abuse Awareness
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Skills

- Computer: Internet Research, Communications, Microsoft Office Suite (Word, Excel, PowerPoint), Website and Newsletter Development and Design, Hardware and Software Installation and Troubleshooting
 - Interpersonal: Demonstrate natural leadership qualities, thrive in team environment
 - Foreign Languages: Fluent in Spanish
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Relevant Work Experience

University of Phoenix

Feb 20XX-Present

On-Line Peer Advisor for the Military Academic Advisement Center

- Provide students with a peer perspective to help them navigate the on-line degree process and ensure timely degree completion despite frequent deployment.
 - Counseled and advised active-duty military students on course selection, graduation requirements, school policies, and grade standards.
 - Received 20 hours of in-person and on-line training.
 - Interpreted on-line course catalog and helped students utilize it to their best advantage.
 - Created a newsletter for the Center that was distributed to students and their mentors.
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United States Navy

June 20XX-Jan 20XX

Training Officer

- Achieved outstanding staff retention (frequently 100%).
 - Hand-picked by commanding officer to assume duties as Training Officer/Facilitator in addition to ongoing responsibilities
 - Coordinated training schedules for active duty and reserve personnel; managed logistics of billeting, transportation, training schedules, and procurement of reservists to fill critical roles
 - Taught 16-hour Navy Rights and Responsibilities workshops. Topics included cultural differences, language barriers, and sexual harassment awareness
 - Coordinated the administration of more than 300 advancement exams and processed more than 600 correspondence courses
 - Independently developed assessment survey and created information-tracking charts to report results; made ongoing changes in response feedback
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United States Navy

Oct 20XX-may 20XX

Manager and Supervisor

- Supervised 35 technicians in preparing, installing, and maintaining electronics equipment suites onboard submarines. Coordinate and schedules timely project completion, communicating effectively via phone and email with the ship's personnel and upper-level Navy commands.
- Prepared and transported classified materials to deploying units. Maintained an electronic database that ensured accountability with 100% accuracy.
- Consistently achieved 100% participation in initiatives such as voter registration and charitable contributions through effective communication and meticulous follow-through.