



James [REDACTED]



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PROFESSIONAL SUMMARY

I have over 10 years of experience working in logistics and team environments and achieving team goals. As a member of the most deployed units from 2008-2013, I have developed superior interpersonal communication skills and have the ability to explain complex ideas in an easy to understand way to ensure full team understanding and cooperation. I have honed skills in problem detection and identification alongside the ability to analytically resolve them. My experience demonstrates my commitment to excellence and improvement both personally and professionally, individually and as part of a successful unit. I am a self-motivated and goal oriented team player capable of multitasking to meet deadlines and perform well under pressure. I am proficient in Windows, Microsoft Office 2013, Dropbox, and Google Drive.

PROFESSIONAL EXPERIENCE

UNIT SUPPLY SPECIALIST

US Army, Dongducheon, Republic of Korea

October 2013 – July 2015

- Maintained a detailed inventory of all supplies for 116 individuals. Designed and implemented a bookkeeping and filing system which organized all documents by type, resulting in no loss and no duplicate material orders.
- Independently created and implemented a structured, easily navigated warehouse environment and maintained stock quantity of all materials, which resulted in a 15% reduction in monthly budget expenditures and 30% reduction of wasted materials. Oversaw inventories of high dollar value and classified items in excess of \$43 million, with no loss.
- Personally maintained warehouse and records keeping systems were selected by senior executive management to become the standard for all supply operations hubs. Worked closely with all middle and executive management to achieve a 100% success rate to complete all tasks and objectives prior to deadlines. Received personal recognition for excellence in logistics duties.

INFANTRYMAN

US Army, Colorado Springs, CO

December 2010 – August 2013

- Supervised a team of 4 personnel as a Team Leader, providing guidance and leadership in both training and conflict situations, with no loss of personnel or equipment. Developed training tasks in conjunction with squad leader to improve combat readiness abilities of team. Delegated tasks to team members resulting in an average of 80% reduced time to complete routine tasks and increased moral.
- Provided group and individual counseling and guidance to all 27 individuals in the department, leading to 17 promotions and 3 rehabilitations, with 90% renewed enlistments. Organized and led ongoing training classes regarding first aid procedures, tactic discussions, morale boosting, and general field operations from personal experience.
- Developed and implemented changes in instruction procedures at the management level while holding the position of Assistant Line Supervisor. Provided continuous observation and action feedback and recommendation on tactical and operational procedures in place, which resulted in improved strategies and operations.

INFANTRYMAN

US Army, Watertown, NY

August 2005 – November 2010

- Interviewed and selected by senior management to provide personal security on dozens of unique operations, performing necessary duties in high stress, fast paced environments while providing leadership, guidance, and inspiration through team building and morale exercises to 10 coworkers and superiors both stateside and during deployments.
- Located and disabled hundreds of IEDs during deployments through utilization of team detection, identification, isolation, and disposal protocols. Communicated activities outside of vehicle to personnel and truck commander while maintaining vigilant watch for potential hazards during transit.
- Chosen as part of a specially selected unit to test the capabilities of newly issued vehicles and equipment in order to ensure safety and handling for mass use. Provided feedback regarding the overall vehicle design and handling, practicality, fulfillment of intended use, and design recommendations.
- Conducted crisis aversion training as a member of a team of 4 personnel, which successfully completed dozens of obstacles and combat simulations. Honed the communication skills necessary to work in a cohesive team to accomplish over 100 different objectives. Responsible for first reporting and responding for emergency situation management.

EDUCATION & CERTIFICATIONS**High School Diploma**, June 2005

Meadowbrook High School, Richmond, VA

AWARDS & ACCOMMODATIONS**Good Conduct Medal**, 2014, 2011, 2008

Awarded for outstanding merit in service

Army Achievement Medal, 2011

Awarded for superior communication skills and meritorious actions during a training exercise

Army Achievement Medal, 2010

Awarded for meritorious service while assigned to personal security detachment

Meritorious Unit Commendation, 2007

Awarded to a unit for meritorious actions in combat

Valorous Unit Commendation, 2007

Awarded to a unit for valorous actions in combat

Presidential Unit Commendation, 2007

Awarded by the President of the United States of America to a unit for extraordinary heroism action against an armed enemy

Combat Infantryman's Badge, 2006

Awarded for returning fire after being engaged by hostile forces during a high value target capture mission