Seeking a position to best suit my skillset in logistics management, warehouse operations, and equipment inventory. Overall goal is to better the environment and bring success to the team while helping those around me.

**SKILLS**

-Scheduling/Time Management -Customer Service -Inventory Management

-Computer and technical literacy -Safety Management -Planning and Evaluating

**EXPERIENCE**

**Indiana Army National Guard Indianapolis, IN**

***Joint Operations Center Lead* *April 2023 – Current***

* Serves as a Joint Operations Center Non-Commissioned Officer, answers phones and directs requests for information to proper channels.
* Relays information between JOC personnel, Headquarters Indiana Army National Guard Directorates, and the Air National Guard.
* Manages and maintains proficiency in information reporting requirements per The Adjutant General’s guidance for the state to NGB.
* Assists Officer and Non-commissioned Officer in charge with knowledge and information management, situational awareness, and mission tracking.

**Indiana Army National Guard Camp As Sayliyah, Qatar**

***Morale, Welfare, and Recreation Contracting Officer Rep June 2022 – April 2023***

* Ensured the contractor provided quality of life services, but not limited to sports, recreation, and community services; ensured the contractor operates a Management Information System application in support of collecting utilization data for moral welfare and recreation facilities.
* The only Government Purchase Card (GPC) holder for the installation to make purchases for supplies and equipment.
* Worked with contractors and understood the restraints working with subcontractors in a foreign country.
* Maintained facility work orders and ensured buildings are up to customer satisfactory by observing and reporting possible hazards to Department of Public Works.

**Indiana Army National Guard Terre Haute, IN**

***92A: Production Controller / Assistant Operations March 2021 – June 2022***

* Responsible for Battalion level staff coordination and assisted in developing, issuing, and executing Battalion and Brigade OPORDs and tasking’s to subordinate units.
* Provided technical advice, training management, and readiness assistance to all Battalion units; maintained and organized all taskings and orders.
* Defense travel system and Citi Manager Administrator which monitored all defense travel system authorizations and ensured all vouchers were completed in a timely manner; submitted government travel credit card applications and monitored all accounts for accuracy, accountability, and manages credit limits.

**Indiana Army National Guard Terre Haute, IN**

***92Y: Unit Supply Specialist June 2018 – March 2021***

* Ensure accountability of property, correct maintenance of automated property records, and monitoring and evaluating Central Issue Facility performance.
* Maintain system control, ordering, issue, turn-in, availability, accountability, requirements determination, excess, inventory management, receiving, and storage.
* Conduct safety and health inspections involving physical layouts, construction procedures, equipment, lighting, sanitation, physical hazards, personal protective equipment, fire prevention and protection, hazardous materials.
* Maintain formal property records that reflect on-hand balances, condition codes, and location of property assigned to the accounts.
* Prepare physical inventory procedures and ensure cyclic inventories are conducted monthly as well as annually.

**Human Resources Consult Inc. Edinburgh, IN**

***Customer Service / Warehouse Operations June 2016 – June 2018***

* Supervised the handled dispatching and receiving material and verification of the materials against relevant documents. Kept note of all damaged, surplus, and missing inventory.
* Examined all stored material and ensured the quality and standard of the goods as per the warehouse standards.
* Routed goods and supplies to the necessary destinations as per schedule while supervising the warehouse personnel.
* Made evaluations and inventory reports and conducted timely audits.

**EDUCATION / TRAINING / CERTIFICATION**

* Federal Security Clearance: Secret
* Equal Opportunity Leader (EOL) – August 2022
* Warrant Officer Candidate Course Phase II – April 2022
* Senior Leadership Course (SLC) – 92Y Unit Supply Specialist – January 2022
* Warrant Officer Candidate Course Phase I – April-August 2021
* 92A Reclassification – Automated Logistical Specialist – March 2021
* 92Y Reclassification – Unit Supply Specialist – December 2018
* Advanced Leadership Course (ALC) – 92G Food Service Specialist – September 2018
* Joint Readiness Training Center (JRTC) – July 2017
* Warrior Leadership Course (WLC) – February 2015
* Operation Enduring Freedom (OEF) – November 2013-July 2014
* Advance Individual Training (AIT) – 92G Food Service Specialist – March 2011