

Professional Profile

Experienced manager with strong track record of meeting mission critical deadlines, supervising diverse workers, and ensuring effective planning measures with high level managers. Background experience ranges from grant administration, strategic planning and logistics

Highlights of Expertise

- Policy Development
- Department Budget
- Management
- Coordination
- Planning
- Promotional Material
- Communication
- Relationship Building
- Unsurpassed Work Ethic
- Team Building and Leadership

Career Experience

Georgia Southern University, Statesboro, Georgia

Interim Director of Military Affairs (September 2017 to December 2017)

- ♦ Supervised staff of 10 including all staff of Military and Veteran Student Center.
- ♦ Served as center hiring authority.
- ♦ Oversaw implementation of the departmental budget of \$26K.
- ♦ Provided insight and advisement to executive administration for veteran needs.
- ♦ Developed continuity procedures for all current and incoming departmental staff for university consolidation.
- ♦ Worked in recruitment events to increase the population of military students on campus.

Military Advocate Coordinator (January 2016 to September 2017)

- ♦ Created digital and paper promotional material for 2,100+ students in the MVSC population.
- ♦ Assisted hundreds military-affiliated students with applications for benefits and enrollment.
- ♦ Collaborated with local community partners to host campus events and provide resources.
- ♦ Supervised student workers as center office manager.
- ♦ Conducted numerous presentations to potential/incoming students and family members.

United States Army, Fort Bragg, North Carolina

Team Chief, Logistics Manager (June 2006 to November 2012).

- ♦ Successfully maintained a \$50K monthly budget to provide company acquisitions.
- ♦ Oversaw the logistics and transportation of \$30M in major end-items.
- ♦ Trained 20 soldiers while remaining accountable for their safety and welfare.
- ♦ Overhauled company supply operations to support seamless transfers and changes of responsibility for equipment.

Internship Experience

Intern to the City Manager (2017) ▪ City of Statesboro, Statesboro, Georgia

- ♦ Worked with Planning Director to develop policy on infrastructure extension and annexation.
 - ♦ Implemented mass text messaging pilot under the supervision of Human Resources Director.
 - ♦ Created customer service training for incoming city personnel.
 - ♦ Collaborated with city department heads for numerous special projects.
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Education

Master of Public Administration in Public Management

Georgia Southern University, Statesboro, Georgia, December 2017

Bachelor of Arts in Political Science, Minor in Philosophy

Georgia Southern University, Statesboro, Georgia, December 2015

Awards & Affiliations

Awards

- Graduate Student Leadership & Service Award - 2017
- K.M. Brown Service Award – 2017
- President's Leadership Certificate - 2014
- Army Commendation Medal - 2012
- Army Achievement Medal - 2010
- Non-Commissioned Officer Professional Development Ribbon - 2010

Affiliations

- Student Veterans Association, Member: August 2013 to December 2017, President: December 2013 to September 2015
- Pi Sigma Alpha Political Science Honor Society, President April 2015 to Present
- Student Government Association, Senator August 2016 to May 2017