

PROFILE SUMMARY

Solution-oriented, self-motivated, and collaborative team leader with advanced proficiencies in military leadership, directing business processes, analyzing information, reducing wastage, and ensuring operational efficiencies. Possesses a track record of identifying and capitalizing on opportunities to improve operations while leveraging strategic communication skills and creative thinking for team building and productivity. Time and project management skills allow for deadline-oriented work on multiple projects simultaneously, with outstanding results.

PROFESSIONAL COMPETENCIES

- Excellent Team Leadership/ Collaboration
 - Advanced Analytical & Critical Thinking Skills
 - Exceptional Time Management skills
 - Efficient Planning and Organizational skills
 - Outstanding Decision-Making skills
 - Innovative and Creative Thinker
 - Ability to Work in a Diverse Environment
 - Detail-Oriented
- Proficient in:
- Financial Processes
 - Data Analysis/Audit
 - Microsoft Office Suite
 - Forecasting & Planning
 - Multitasking & Prioritization
 - Relationship Building
 - Team Training & Mentorship

EDUCATION AND HONORS

CIVILIAN

Bachelor of Science in Business Administration, Expected May 2022
Georgia State University – Atlanta, GA

MILITARY

- **Navy and Marine Corps Achievement Medal**, June 2018
- **Letter of Commendation for Outstanding Performance of Duties**, August 2017
- **Aviation Boatwain's Mate (Fuel) Third Class**, June 2017
- **Petty Officer Selectee Leadership Course**, May 2017
- **V-4 Grape of the Month**, February 2017

PROFESSIONAL EXPERIENCE

U.S. Navy – Norfolk, VA

Petroleum Systems Console Operator, November 2016 – June 2018

- Facilitated the mishap-free on-load of 14.5 million gallons of petroleum and issuance of 12.5 million gallons of fuel to embarked aircraft in direct support of Operation Inherent Resolve while serving a 7-month overseas deployment
- Executed daily preventative maintenance checks of petroleum systems including pumps, filters, pipes, and valves in a timely manner to maintain accountability and prevent operational delays
- Trained and assisted in the qualification of 3 newly qualified console operators, ensuring the continued combat readiness of the U.S. Navy V-4 division and Air Department
- Led and supported a squad of 5+ ensuring attention to details and strict adherence to safety standard procedures and appropriate emergency precautions to prevent harm
- Worked closely with the team under the direction of the Senior Chief to prepare for and excel at the scheduled civilian inspection by demonstrating excellent time management and a flexible, collaborative spirit
- Awarded for team leadership and outstanding performance of duties with the relevant rise in ranks to 3rd Class Petty Officer

Petroleum Reclamation Pump Room Operator, September 2015 – October 2016

- Coordinated the mishap-free on-load of 4,000,000 gallons of jet petroleum in collaboration with team members
- Oversaw the removal, replacement, and repair of petroleum reclamation parts while safely operating motor-driven petroleum pumps and valve actuators
- Maintained a detailed calendar in order to plan and schedule critical petroleum system checks and prevent costly errors

Petroleum Auditor, November 2013 – September 2015

- Conducted and oversaw periodic fuel audits and compiled findings in detailed reports while managing other projects to meet strict deadlines
- Ensured quality assurance by obtaining samples of aviation fuels and testing them for water and solid contaminants, in addition to making sure that all safety and operational standards were met and exceeded
- Collaborated with Senior Officers to assess audit reports and findings and identify opportunities for improved operations