

BRANDIE CANTRELL

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Summary of Qualifications

Vast managerial experience to include, but not limited to administrative, operational, logistical and clerical experience. A team player that is detail oriented, driven, motivated and organized.

Education

B.S. in Marine Science from Coastal Carolina University

December 2020

B.S. in Meteorology from Virginia Polytechnic Institute and State University

May 2015

Specialized Skills

Expert in Microsoft Office

Expert in Google Drive

Trained in Active Shooter, Mines and UXOs, Illegal and Legal Checkpoints, Escaping from Restraints, and Mass Casualty and Triage

Certified in CPR/AED and First Aid, Adult and Infant

Open Water Diving Certificate

Proficient in MatLab

Proficient in Hoboware

Over 7 years of customer service

Able to work with various power tools

Quick Learner

Professional Experience

Administrative and Operations Coordinator

Risk and Strategic Management, Corp – Manassas, Virginia

August 2017 – Present

- Create digital (MS Word, Excel, PowerPoint; Adobe PDF) documents based on material and explicit guidelines
- Revise and format digital documents based on criteria
- Review and edit company products and support
- Create document status reports
- Provide vendor management and coordination by identifying partners and support resources in remote and challenging regions
- Researching information on different countries through the internet and government resources, compiling information into Excel, Word, and PowerPoint formats
- Support program startups and monitor performance
- Handle client contacts and task deliverables in person and over the phone
- General office support, including procurements, postage and administration
- Gather and process data
- Manage activity logistics and administration, including for events and training

- Manage 4 – 10 clients in different countries to ensure a safe and secure trip
- Manage clients in Nigeria, Afghanistan, Philippines, Kenya and Tunisia
- Experience training in Active Shooter, Mines and UXOs, Illegal and Legal Checkpoints, Escaping from Restraints, and Mass Casualty and Triage
- Create country-specific briefs for clients on crime rate, terrorism, health and natural disasters
- Audit and verify that security consultants are following their Scope of Work along with reporting and recording all interaction with clients on a weekly basis
- Forecast and debrief clients on severe weather should it impact operations
- Assisted Chief Operations Officer in acquiring new training facility
- Developed training site plan to include, but not limited to ordering construction supplies, scheduling deliveries and overseeing project management

Co-Director

Global Weather and Climate Center, LLC

April 2017 – February 2019

- Research current and past weather-related topics for articles
- Publish articles to social media as well as maintain the social media presence
- Assist with Business Development and connects with potential sponsors/ partnerships to expand the company
- Connects with various universities for new writers
- Supports Director with continued website development
- Writes content to engage and educate the public about weather-related events around the world
- Proofread and edit articles from other writers
- Supports Director during monthly calls with the writers to discuss improvements and updates
- Manages 8 writers to ensure monthly deadlines are met, as well as quality assurance

Store Manager

The Wireless Center, Springfield Virginia

January 2016 – April 2017

- Evaluate and coach employees to improve sales and customer interaction
- Responsible for cold calling local businesses and companies for advertising opportunities as well as business development
- Analyze customer accounts to find items and devices that fit their needs without going over their budget
- Responsible for the cleanliness and organization of the store
- Account for all cash in and out of the register and responsible for the nightly deposits
- Utilize and update daily reports for operation purposes
- Attend monthly meetings regarding sales month/year and areas to improve

Volunteer

National Weather Service, Blacksburg, Virginia

January 2015 – May 2015

- Shadow the General Forecaster in the event of a severe weather event
- Call and verify severe/tornado warnings from the public
- Assist with weather balloon launches for upper-air observations

Hokie Storm Chaser

Virginia Tech, Blacksburg, Virginia**May 2014 – June 2014**

- Analyze model output and satellite imagery to obtain a target area
- Assisted with navigation to safely maneuver the team around precipitation cores
- Participated in daily weather briefings to decide on a target area for the day
- Analyze supercell development from the beginning to the end of the life cycle

Memberships

Tau Sigma

American Meteorological Society

Community Collaborative Rain, Hail and Snow Network

RadarScope

Trained Storm Spotter