

TRAVIS KAUFFMAN

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EXPERIENCE

JUNE 2019 – CURRENT

UNIT SUPPLY SERGEANT, UNITED STATES ARMY RESERVES

- Utilizes SAP software for daily operations
- Maintain accountability of all unit equipment with do discrepancies.
- Process requests for equipment, supplies, and food to ensure unit readiness.
- Maintain files and records of all assigned Soldier's personal equipment issuance.

NOVEMBER 2017 – CURRENT

MAINTENANCE, ADMINISTRATIVE, AND SUPPLY TECHNICIAN, ECS 24

- Maintain accountability of a property book of over 4,000 items.
- Utilizes SAP software for daily operations
- Represented ECS 24 at United States Army Reserve Command in conducting a yearlong manpower study.
- Communicate daily with customers to facilitate equipment storage and loans to enable training.

APRIL 2021 – JUNE 2021

MARKETING INTERN, GROVE FINANCIAL & ASSOCIATES

- Handled relationship with media and vendors.
- Develop and implement cohesive marketing plan to increase brand awareness.
- Design and manage charitable goals of firm; coordinating and liaise with charities and Chambers of Commerce.
- Manage all firm social media accounts

NOVEMBER 2016 – OCTOBER 2017

UNIT SUPPLY SERGEANT FORWARD DEPLOYED, UNITED STATES ARMY RESERVES

- Served as Supply Sergeant for forward deployed Logistical Task Force.
- Acquired equipment through commercial channels and distributed to forward-deployed locations, maintaining proper accountability.
- Filled the role of Camp Commandant, ensuring living areas were properly maintained.

SEPTEMBER 2014 – NOVEMBER 2016

MATERIALS HANDLER/MOTOR VEHICLE OPERATOR, ECS 24

- Received incoming equipment and items, inspected for serviceability, and maintained proper files of all actions.
- Conducted monthly and spontaneous inventories of all stored equipment with the owning persons to ensure accountability.

JANUARY 2014 – SEPTEMBER 2014

WAREHOUSE, WILSBACH DISTRIBUTORS

- Built customer orders in order of route for ease of delivery
- Noted discrepancies in orders and alerted supervisors to ensure accuracy.

SEPTEMBER 2011 – DECEMBER 2013

INTELLIGENCE ANALYST FORWARD DEPLOYED, UNITED STATES ARMY RESERVES

- Monitored various sources for credible intelligence threats and disseminated appropriately.
- Worked together with Operations to coordinate missions across Northern Afghanistan.
- Created daily intelligence summaries to be distributed to units across Afghanistan

AUGUST 2010 – AUGUST 2011

SECURITY OFFICER, ALLIED BARTON SECURITY SERVICES

- Screened employees entering and exiting facilities to prevent theft.
- Ensured site was physically secure throughout the day.
- Monitored and reported any issues with security and alarm systems.

JANUARY 2010 – APRIL 2010

LABORER, PYRAMID CONSTRUCTION SERVICES

- Maintained sterile work environment within Hershey Medical Center
- Coordinated with staff to ensure accessibility for projects occurring at nighttime and on weekends to minimize interruptions to hospital operations.

APRIL 2007 – APRIL 2008

INTELLIGENCE ANALYST FORWARD DEPLOYED, UNITED STATES ARMY RESERVES

- Monitored various sources for credible intelligence threats and disseminated appropriately.
- Worked together with Operations to coordinate missions across Iraq and Kuwait.
- Created daily intelligence summaries to be distributed to units across Iraq and Kuwait

EDUCATION

EXPECTED COMPLETION APRIL 2022

B.S. BUSINESS ADMINISTRATION MARKETING CONCENTRATION, CENTRAL PENN COLLEGE

- 2021 Intern of the Year for the School of Business and Professional Studies.
- GLO-BUS international business simulation industry champion.
- Currently serve as the Vice President of the Armed Forces Association.
- Current GPA of 3.42

SKILLS

- Exceptional written and verbal communication skills.
- Adapt well to change and unfamiliar situations.
- Outstanding interpersonal skills.
- Experience in contract oversight representation.
- SAP familiarity