

# DANNY J. SEELY

Clarksville, TN 37040

801.440.1734

[danny.seely@yahoo.com](mailto:danny.seely@yahoo.com)

[linkedin.com/in/danny-seely](https://www.linkedin.com/in/danny-seely)

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## PROFESSIONAL SUMMARY

Retired Military Veteran leveraging over 20 years of extensive experience with the ability to multi-task projects and programs by placing the right personnel and resources as needed to meet internal and external requirements. Possesses a comprehensive background in operations, program analysis, strategic planning, process improvement, resource management, team building, problem-solving, and cross-functional leadership derived from conducting domestic and global operations. Proven ability to combine vision, ingenuity, and strong business acumen with well-developed project management and leadership qualities to support organizational effectiveness, reach, and overall expansion. Consistently combined strong skills in higher echelon leadership operational assessments and training management to positively impact organizational growth. Currently working towards a Bachelor of Science in Social and Behavioral Science with completion in May 2024. **Career supported by an Associate of Science along with IT Fundamentals PRO Certification.**

- Cross-Functional Leadership
- Attention to Detail
- Proficient Communication
- Servant Leadership
- Emotional Intelligence
- Bookkeeping
- Development | Training
- Regulations | Compliance
- Customer Service

## OVERVIEW OF KEY CONTRIBUTIONS

**Leadership** | Created plans by adapting technology and best practices that aligned with the scope and vision of the organization to promote schedules, budgets, and completion of tasks.

**Quality & Safety Focused** | Experienced in providing support and risk management ensuring that multiple platforms were operational and safe for use. Focused on preventing the incident, rather than reacting to the incident.

**Training & Development** | Demonstrated the ability to assimilate new ideas, concepts, methods, and technologies. Dedicated and innovative team builder with a superior work ethic. Emphasized the development of employees to promote from within the organization.

## PROFESSIONAL EXPERIENCE

**Clarksville Montgomery County School System – Clarksville, TN**

**Student Success Coach (Full Time, 35 hours per week)**

**August 2022 – Present**

- Mentored over 70 at-risk youth students with a focus on Social and Emotional Learning (SEL). Maintained notes of meetings and observations to increase the functionality of the mental health team.
- Facilitated the Strengthening Families Program from Tennessee Voices to five volunteer families. Increased the family dynamic to help them achieve their goals as a functional family.
- A self-starter that achieved organizational goals with no supervision. Well-versed in establishing priorities determined by urgency and importance. Maintains compliance with all FERPA and HIPPA standards.
- Conducted student observations in support of the mental health cooperative. Increased the efficiency of the mental health team and reduced student backlog by 20%.

**Apex Security Group, Inc. - Nashville, TN**

**Private Property, Armed Security (Part Time, volunteer basis)**

**May 2021 – Present**

- Sustained proficiency and certification in the utilization of all assigned protective equipment, restraint devices, less-than-lethal defense, and firearm.
- Imposed physical security measures, safety, and risk management during live sporting events, concerts, and city-wide events in Nashville, TN for 20,000 to 300,000 patrons.

**United States Army – Various Locations  
Operations Manager (Full Time, 40 plus hours per week)**

**June 2020 – February 2022**

- Built training plans to achieve success in the dynamic, ambiguous, and chaotic environment by anticipating future organizational needs while completing orders and executing assigned tasks and missions within the timeline.
- Received and processed mass amounts of information efficiently and effectively in a short amount of time and accurately able to push the information to all necessary parties and leadership ensuring implementation of changes and updates.
- Utilized the organizations' historical data to forecast the logistic demands of future training events and operations.
- Held daily huddles to determine the best use of available personnel to meet the demands of higher command and complete the unit's daily tasks.
- Performed monthly and quarterly personnel evaluations. Evaluated performance, strengths, weaknesses, and goals to assist members in accomplishing career objectives, enabling employee growth within the organization, and/or personal and professional growth.
- Focused on the development of junior employees through online education, hands-on training, and allowing time for self-development through undergraduate education.
- Managed the daily scheduling of vacation, sick days, and appointments for 58 personnel to maximize the coverage of all departments.

**Facilitator (Full Time, 40 plus hours per week)**

**December 2013 – June 2020**

- Scheduled and facilitated examinations, evaluations, and training for students; guaranteed program of instruction and doctrine are accurate and integrated within the learning environment
- Kept 100% accountability of assigned classroom equipment worth over \$200K with zero losses or shortages
- Provided practical exercises, graphic aids, interactive multimedia courseware, and tests using provided software ensuring all students fully understood the information passed out and had clear clarity.
- Retained all training, technical and tactical certification of course content, and documented experience level requirements to remain in compliance to facilitate courses related to instructor activities.
- Displayed excellent oral and written communication skills and remained proficient in multiple areas and platforms of data systems.
- Responsible for updating all student electronic and hard copy records to include registration packets, grade book, attendance records, and the daily schedule. Dedicated to meeting all deadlines required by the administration for all correspondence.
- Completed over 300 hours of community service with the Sergeant Audie Murphy Club, Fort Lee Chapter.

**Department Manager (Full Time, 40 plus hours per week)**

**March 2008 – December 2013**

- Maintained accountability certifying the monthly balance was always within allowable gains or loss while successfully responsible for over \$170,000 of Jet Petroleum (JP-8)
- Managed a fleet of 30 fuel tankers – maintained the scheduled and unscheduled maintenance, serviceability, and dispatching of not only equipment but also personnel to adhere to and complete tasks before assigned timelines.
- Completed and tracked hundreds of assignments from higher headquarters. Met all timelines with the logistical support of supplies and personnel needed to meet objective requirements.
- Implemented risk management in all facets of daily operations resulting in a 12% reduction in accidents and personnel injuries.
- Preserved personnel records for 33 employees in his department. Adhered to the strictest policies to protect Personal Identifiable Information (PII).

**EDUCATION | CERTIFICATIONS**

**Associate of Science Liberal Studies** | Excelsior College | **2018**

**CPR/AED/First Aid** | National CPR Foundation | **2022**

**Private Protective Services, Armed Security, Certified** | State of Tennessee | **2023**

**IT Fundamentals PRO** | Career Step | **2021**

**Demonstrated Logistician, Certified** | The International Society of Logistics | **2018**  
**Certified Petroleum Craftsman** | National Petroleum Management Association | **2018**

**TECHNICAL SKILLS**

**Software:** Microsoft Office, Word, Excel, PowerPoint, Outlook

**Operating Systems:** Mac | Microsoft Windows

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**References**

First Lieutenant Hector Paz (Former Supervisor)

954.816.3968

123 Wynwood Drive, APT. B

Clarksville, TN 37042

[hepaz24@gmail.com](mailto:hepaz24@gmail.com)

Mr. Robert Maddox (Former Co-worker)

804.318.6030

7452 Trailing Rock Road

Prince George, VA 23875

[robertleemaddox@yahoo.com](mailto:robertleemaddox@yahoo.com)

Mr. Bobby Thurman (Former Co-worker/Personal)

931.614.8568

693 Richards Drive

Clarksville, TN 37043

[bthur40@yahoo.com](mailto:bthur40@yahoo.com)