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|  | **johnnie clark**johnnie.clark4@yahoo.com  /  H: 314-398-0907 florissant, mo  |

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| **Summary** |

Personable and meticulous leadership professional with over 10 years of experience excelling at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Customer-oriented and energetic team player with expertise in customer relationship management, conflict resolution, safety protocol, regulatory compliance and time management. A dependable and courteous self-starter seeking to leverage background into a positive role with a progressive organization.

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| **Skills** |

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| * Natural leader
* Customer relations skills
* Behavioral analysis
 | * Willingness to learn
* Problem solving and decision making
* Time management skills
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| **Experience** |

Motor Vehicle Operator / Dept. Of Veterans Affairs - Saint Louis, MO  *10/2016 - Current*

The incumbent serves as a motor vehicle operator for the Veterans Transportation Services. Provides transportation to veterans who live in rural and remote areas of the VA St. Louis Healthcare System. The incumbent will provide non-emergent safe transportation to eligible veterans and their family members. Duties will involve serving as a patient transportation driver shuttling patients and their family members to and from approved locations on specific trip assignments and on regularly established schedules. Driving is over public roads at highway speeds in rural and urban areas, as well as improved or unimproved roads, in all traffic and weather conditions. Required to know and be certified in Basic First Aid, Cardiopulmonary Resuscitation (CPR); and protective precautions with communicable transmitted diseases.

Archives Technician / National Archives Records Administration - Bellefontaine, MO  *05/2014 - 10/2016*

Examined records or alternate sources of availability of information. Investigated missing, conflicting, or erroneous data. Communicated via fax, phone, email, or written correspondence with customers. Evaluated the information obtained and determined if facts are sufficient to provide quality response to customer. Analyzed inquiries related to military records. Reviewed a large variety of requests, which may include fire destroyed, damaged, lost or missing records and/or Congressional and/or highly sensitive records and determined what record or information  is required. Followed up on reports recommendations to ensure appropriate corrective actions are identified and implemented.

Enumerator / USDA - Overland, MO  *11/2011 - 05/2012*

Conducted telephone interviews with farm and ranch operators or other agricultural related businesses. Gathered census bureau information on the number of people residing in a particular town, state, and country. Prepared survey materials or processed lab samples collected by field enumerators.

Transportation Security Officer / Department Of Homeland Security - St. Ann, MO  *07/2007 - 09/2010*

Completed in-depth searches of individuals and baggage to check for devices, weapons, and other prohibited items. Verified integrity and accuracy of travel documents such as tickets and passports prior to authorizing passage. Worked with local and federal law enforcement agents to coordinate apprehensions. Used high tech scanners to check for signs of unauthorized materials.  Upheld strong customer service standards while completing screenings. Protected vessels, passengers and crew by testing items and individuals for explosive material residue. Drafted findings and recommendations, and prepared reports and other products in accordance with Agency.

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| **Education and Training** |

Concordia University Wisconsin - Mequon, WI  *2016*

Bachelor of Arts: Criminal Justice

Saint Louis Community College - St Louis, MO  *2013*

Associate of Applied Science: Criminal Justice

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| **Certifications** |

Certificate for becoming primary time keeper.