**Job Title**

**PROFESSIONAL SUMMARY**

United States Army veteran with more than 15 years of leadership experience. Enthusiastic trouble shooter, who motivates and encourages teams through direct action, precision planning and impeccable organizational skills. Have provided technical and educational support for technology utilization, facilitated weekly meetings, developed weekly agendas, have implemented business strategies, and a host of other duties that align with the duties of the position.

**SKILLS**

Adobe Suite Microsoft Office Canva

Data Management Data Research Customer Service

Critical Thinker Meeting Facilitator Exhibitor

**PROFESSIONAL WORK EXPERIENCE**

**Chicago Chapter Leader**, Travis Manion Foundation Dec 2022 - Present

* Assist in securing space, for community engagement, that allows partners to engage with clients
* Schedule team meetings, for team building and planning, to ensure proper mission understanding
* Delegate responsibilities, to ensure quality work flow and management, resulting in efficient operations
* Encourage development amongst team leaders, to establish trust, to develop more confidence
* Coach and guide clients, to ensure unique traits and strengths, confirming personal aspirations

**Assistant**, Patricia Bailey Ministries, Mar 2018 - Present

* Educate youth on faced-based curriculum, to strengthen understanding, resulting in purpose and peace
* Direct communities, to implement sustainable business practices, for meaningful collaboration
* Manage fund-raising events, for building of tiny homes and borehole, to showcase tiny living spaces
* Collaborate with community partners, to help with understanding, for individual empowerment

**Social Media Manager**, Mar 2018 - Present

* Provide marketing strategies, identifying goals and objectives, in order to gain competitive advantage
* Identify client needs, to detect workforce challenges, identifying gaps between current and future needs
* Provide consultation services, to help achieve long and short term goals, providing measurable goals
* Designed websites, to encourage inspiration with design and layout, creating award-winning material

**Supply Technician**, U.S. Department of Defense, Ft Dix, NJ, Honorable Discharge Apr 2002 - Sep 2018

* Organized and scheduled streamlined systems, and enhanced productivity while lowering expenses
* Maintained communication with suppliers and vendors, to procure parts, resulting in favorable pricing
* Purchased goods or services, meeting quantity and quality expectations, minimizing overspending
* Evaluated and negotiated contracts with vendors, to ensuring agreement terms, ensuring budget needs
* Tracked inventory, ensuring quality record keeping, for correct amount of stock for customer demand
* Compared available goods with industry trends, to determine assessment, keeping up with demand

EDUCATION

BA in Graphic Design, Art Institute of Pittsburgh, Pennsylvania

AA in Graphic Design, Art Institute of Pittsburgh, Pennsylvania