

John Smith
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Professional Summary

Professional Army Veteran, that is outgoing, adaptable, and dedicated professional who possess attention to detail, communication skills, strong customer service skills, and willingness to learn. An organized individual who is able to effectively delegate and prioritize tasks in a changing work environment. An independent self-starter, who works well in a team setting. Communicates effectively with internal and external partners. Is experienced in public speaking and Windows based systems.

Work Experience

Supply Specialist, Army Reserves JBLM, WA **June 2016- Present**

- Maintains automated supply system for accounting of organizational and installation supplies and equipment.
- Conducts Inventory management and control.
- Developed and implemented material management process to streamline procedures and instructions.
- Manages Unit property and equipment.

Intern, Life Resources, Lakewood WA **July 2015-Dec. 2016**

- Provided customer care to Service Members and Veterans in need of resources.
- Instructed employment classes.
- Recruits for new Clients at military network events.

Intern, Tacoma Rescue Mission, Tacoma WA **Oct. 2013- June 2014**

- Assisted Homeless Veterans with housing questions.
- Referred Veterans to local work and education programs.
- Conducted outreach to veteran homeless community.

Satellite Operator, United States Army, JBLM WA **Dec. 2008- July 2013**

- Operated and maintained satellite communications equipment
- Worked as Technical Lead and supervised two subordinates.
- Aided in inventory management of military property.
- Worked with a team in stressful and harmful environments.

Education

- Bachelor of Arts, Global Studies, University of Washington Tacoma.
- Basic Leaders Course, JBLM, WA.
- United States Army Signal School, FT Gordon, GA