

Jane J. Doe

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PROFESSIONAL SUMMARY

Program Manager and Military Veteran with 9 years of demonstrated management experience producing exceptional results in challenging, high-pressure environments. Led teams of up to 36 personnel and provided training, operational readiness, and maintenance of 1 Stryker Infantry Carrying Vehicle (ICV) and special equipment worth \$2.3M. Possess a comprehensive background in strategic development, team building, and problem solving derived from conducting domestic and global operations. Managed risk upon multiple lines to protect assets, property, and equipment valued over \$49M while meeting the expectations of senior leadership. Possess extensive knowledge in personnel management, operational management, and inventory oversight. Career supported by the current pursuit of a Bachelor of Arts in Criminal Justice.

- Interpersonal Skills
- Database Management
- Policy Implementation
- Operational Planning
- Critical Thinking
- Staff Development
- Administrative Management
- Oral | Written Communication
- Cross Functional Leadership

PROFESSIONAL EXPERIENCE

Tate Student Center, University of Georgia – Athens, GA Facility, Student Manager

2016-Present

- Oversaw the daily physical security of the University of Georgia student center which houses 85 professional offices, 14 food service retail facilities, and over 100K sq. ft of recreational space
- Managed facility space rental and booking for the largest facility in the University system. Coordinated with over 800 community and student organizations to ensure event success for all planned activities

Vicarious Brewing Company – Athens, GA Staff Associate

2016

- Increased team daily production goals by 30% through process improvements and time management initiatives and keep writing to make all of these two line bullets
- Lauded by senior executives for tenacity and resourcefulness; demonstrated competence and capability by collaborating with peers to reestablish department target workload

Kroger Super Market – Snellville, GA Associate

2015 – 2016

- Orchestrated efforts with multiple departments and achieved 120% daily output with half the required manpower; outsourced to a variety of different teams due to productivity and prioritized methods of completion
- Ensured time-sensitive deadlines were achieved by focusing on daily work assignments, workload, and availability of staff needed to complete multiple tasking's

MILITARY EXPERIENCE

United States Army – Various Locations Personnel Supervisor

2005 – 2014

- Supervised 5 personnel and provided work schedules, job proficiency training, administrative management, personal coaching, and performance evaluations
- Maintained 100% accountability and operational readiness for \$49M worth of vehicles, weapons, communications, and special equipment
- Completed cross-functional projects critical to strategic objectives, led teams of 15 through planning, in addition to monitoring and controlling projects from initiation to completion

EDUCATION

Bachelor of Arts, Criminal Justice, University of Georgia, Athens, GA – (Expected May 2018)