**Joe Smith**

Carmel, MN 46032 ■ 252-252-1523 ■ initajob@yahoo.com

LinkedIn URL

Security Clearance Type of Investigation & Date Granted

**Profile Summary**

Accomplished and results-driven Business Management leader with over 13years of proven ability to successfully direct operations, project development, and marketing strategies. Highly successful in sales and exceptional experience in cultivating relationships with corporate executives that facilitates market expansion, growth and profitability. Able to align initiatives to achieve strategic objectives and goals. Experienced in leading project initiatives that streamline operations, while successfully maximizing revenue for corporation.

**Key Skills**

* Organizational Recruiting
* Program Management
* Career Counseling
* Career Development
* Advisement
* Employee Appointment
* Briefings
* Personnel Management
* Interviewing & Elicitation
* Mentoring & Training
* Relocation Assistance

**Education**

University of Texas Houston, TX

**Bachelor of Arts in Communications, Minor in Business** May 2005

Relevant Coursework: (List names of classes relevant to the job description)

**Experience**

Company Name Fort Carson, CO

**Your Title / MOS**  September 2021-Present

* Served as a Howitzer Section Chief of a 155mm, M777A2 Howitzer Section while providing safe and accurate direct and indirect fires.
* Directly responsible for the development and supervision of a team of eight individuals. Ensured that all members of the team had the resources necessary for success.
* Additionally, responsible for establishing digital and voice communications with other teams to ensure that we could all communicate.
* Oversaw the maintenance of over $3.5 million worth of government weapon systems and armored vehicles.
* Planned, developed and implemented a rigorous fitness program using program management skills, directly resulting in raising the section's diagnostic Army Combat Fitness Test (ACFT) average 501.

United States Army Dallas, TX

**Ammunition Team** May 2005-April 2006

* Managed recruitment and admission of 30-45 ITT Tech Schools.
* Assisted over 50 ITT Tech schools with hiring, training and process management.
* Lead the regional recruiting and business development team for Indiana region.
* Achieved and exceeded assigned goals (including enrollment development).
* Administered business plans, forecasting, and budgets associated with approved strategic plans and projects, including local marketing, course scheduling and event planning.
* Initiated business development relationships with businesses, agencies and organizations (public and private) to achieve the strategic goals.
* Under my direction, district achieved the highest enrollment rate.

Educational Services Dallas, TX

**Howitzer Gunner** August 2004- February 2005

* Provided guidance on the managed recruitment/admissions in North Central District that consisted of over 12 schools.
* Delivered ongoing hiring and training of DORs and admissions representatives in North Central District. Assisted North Central District Manager in all recruitment/personnel responsibilities in the district.

Somecollege University Waco, TX

**Admissions Counselor** September 1992- May 2004

* Provide crisis intervention to students when difficult situations occur at schools.
* Confer with parents or guardians, teachers, administrators, and other professionals to discuss children's progress, resolve behavioral, academic, and other problems, and to determine priorities for students and their resource needs.
* Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
* Prepare students for later educational experiences by encouraging them to explore learning opportunities and to persevere with challenging tasks.