
SUMMARY OF QUALIFICATIONS

Professional individual transitioning to civilian workforce following 6 years of military experience. Extensively trained in the importance of strict attention to detail, integrity, procedural compliance, organization, and cleanliness. Adept at analyzing and evaluating data. Extremely adaptable to a multitude of work environments ranging from professional office environments to propulsion plants. Experience in working with hazardous materials and dangerous mechanical equipment. Excellent communicative abilities. Strong desire to learn and perfect new skills. Secret Security Clearance.

PROFESSIONAL EXPERIENCE

Quality Assurance Inspector United States Navy

January 2018 – Present

- Observed testing of mechanical equipment.
- Completed and audited technical forms and records.

Engineering Laboratory Technician

June 2013 – January 2018

- Performed chemistry analyses, including operation of and maintenance on automated chemistry analysis system.
- Analyzed data and adjusted chemical concentrations to maintain fluids within strict, narrow specifications.
- Managed program which trained and evaluated colleague's performance of basic chemical analyses.
- Stored and handled hazardous chemicals and materials.
- Surveyed maintenance on radioactive systems and equipment to prevent spread of radioactive contamination.
- Documented surveys in compliance with strict guidelines.
- Complied with strict Naval and federal regulations when handling and disposing of radioactive waste.

Student | Office Assistant

June 2013 – June 2016

- Attended classes to learn basic nuclear theory, mechanical engineering, heat transfer, fluid flow, math, physics, chemistry, and electrical theory.
- Provided assistance in an office environment to include answering phones, emails, keeping records, making spreadsheets, and face-to-face communications with clientele.

Retail Employee

2012 - 2013

Michael's Arts and Crafts

- Provided superior customer service.
- Operated cash register.
- Replenished inventory.

Assistant Teacher

2012

Kiddie Academy

- Provided care and guidance to children ranging in age from 6 weeks to 10 years.
- Adapted teaching techniques to children with different learning styles.

Automotive Technician

2011 - 2012

Valvoline Instant Oil Change

- Performed preventative maintenance on vehicles.
- Quickly learned new skills and techniques for performing maintenance on different makes and models.

EDUCATION & TRAINING

Associates degree in Multidisciplinary Technology | Thomas Edison State University | 2018 – Present
Naval Nuclear Power Training Command | Nuclear Power Training Unit | Charleston, SC | August 2013 – June 2016