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| **Jeffrey Smith** | **2014** |

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***Education and Training***

**St. Cloud State University**, SCSU, St. Cloud, MN June 2014

**Bachelor of Science-Business Management**

**Minor-Leadership Studies**

* Degree included marketing, accounting, and supply chain management classes
* Committed 3 years to Reserve Officer Training Corps while attending SCSU
* Served in Army National Guard while attending SCSU
* **3.3 GPA achieved**
* Six Sigma White Belt Certified

**Technical Degree, 2 year certification**

**Minnesota West Community and Tech College,** Granite Falls, MN June 2006

* Received certifications repairing, restoring, and refinishing all types of automobiles
* Custom painting and airbrushing using flakes, metallic, and pearls

***Experience***

**Platoon Leader/Personnel Manager,** United States Army, St. Paul, MN Present Position

* Enforce safety standards
* Oversee subordinates to ensure work is being completed to facilitate meeting goals
* Effectively communicate with, counsel, and provide feedback to subordinates
* Maintain and assess morale and motivation
* Act as a liaison between subordinates and commander
* Communicate accountability and daily tasks to higher
* Plan, establish, and execute training programs
* Acting Safety Officer; ensuring safety dealing with fires, automobiles, and training
* Responsible for accident reporting, yearly safety training, and risk management

**Air Traffic Controller**, United States Army, Camp Ripley, MN December 2007 to Dec 2013

* Control air traffic on and within vicinity of airport and movement of air traffic between altitude sectors and control centers according to established procedures and policies
* Authorize, regulate, and control aircraft to government or company regulations to expedite and ensure flight safety
* Reviews records and reports for clarity and completeness, and maintain records and reports as required under federal law
* Maintain the safe, orderly, and expeditious flow of air traffic in the global air traffic control system
* Train and supervise peers and subordinates for FAA certification

***Certifications***

* Combat Life Saver Certified**,** CPR Trained
* Federal Aviation Administration Air Traffic Controller Certified

***Accomplishments***

* Combat Veteran, Operation Iraqi Freedom, 2010-2011
* Safely and expeditiously allowed 300+ aircraft movements in and out of the airfield on a daily basis
* Successfully managed several events leading to organizational success
* Soldier of the Month recipient

***Additional Skills***

* Computer proficient in Microsoft Office; Word, PowerPoint, Publisher, Excel
* Automotive Technical Training
* Supply Chain/Inventory/Transportation Management familiarization
* Employee performance reviews
* Supervisory experience
* Stress management, resiliency, and safety trained