

Summary of Qualifications

- 4 years experience in personnel management
- Experienced in developing lesson plans
- Skilled in research and data collection
- Experience in presenting instruction
- Proficient in Microsoft Word, Excel, Access, and PowerPoint

Education

University of West Georgia, Carrollton, GA
Bachelors of Business in Management

April 2015
GPA 3.6

Relevant Coursework

Strategic Management
Business Research

Organizational Behavior
International Management

Human Resources Management
New Venture Management

Professional Experience

J.K. Lee Black Belt Academy. Atlanta, GA

Assistant Instructor – Black Belt

May 2014- Present

- Instructs student ages 5 to 18 in Taekwondo curriculum
- Customize course to meet and challenge level of student performance

University of West Georgia, Carrollton, GA

First Year Experience: Student Assistant

August 2013-Present

- Provided exceptional customer service to all students, staff and parents
- Participate in monthly planning meetings with the department
- Assist with coordinating and evaluation methods first year programs

United States Army (Active Duty) Vilseck, Germany

Power Generation Equipment Repair

January 2007-June 2011

- Managed personnel within motor-pool
- Created inventory and maintenance tracking system
- Developed and presented classes on basic maintenance and operations of power generation equipment
- Maintained Material Safety Data Sheets and HAZMAT material handbook
- Kept power generators and power generator equipment, trailers, HMMWV and transport vehicles
- Deployed in support of Operations Enduring Freedom and Iraqi Freedom

Honors & Awards

- Army Commendation Medal
- Global War on Terrorism Expeditionary Medal and Service Medal
- Army Overseas Ribbon
- Phi Beta Kappa Honors Society