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EDUCATION

Master of Education, Curriculum and Instruction, Tarleton State University, Stephenville, TX (graduation date: 2020)
Master of Arts, Human Resource Management, Webster University, Saint Louis, Missouri (2016)
Bachelor of Science, Human Resource Mgmt, University of Maryland University College, Adelphi, Maryland (2013)
Associate of Arts, General Studies, Central Texas College, Killeen, Texas (2011)

CERTIFICATIONS / TRAINING

Texas Educator Certification: Social Studies 4-8 (2019)
TMATE - Tarleton Model for Accelerated Teacher Education (in progress)
Sexual Harassment/Assault Response and Prevention (Okinawa, Japan 2012)
Unit Commander and First Sergeant Course (Fort Bliss, Texas 2010)
Applied Suicide Intervention Skills Training (Fort Bliss, Texas 2004)
Equal Opportunity Representative Course (Fort Bliss, Texas 2002)

PROFESSIONAL EXPERIENCE

- 2016 – Present Employee Relations Manager Blue Apron** **Arlington, TX**
- Provides daily guidance and support in organizational development and growth for Management and Executive teams
 - Conducts investigations to resolve complex employee relations issues and grievances
 - 7+ years of progressive responsibility in human resource, performance management and conflict management issues
- 2015 – 2016 Career Counselor Serco-NA Inc.** **Fort Hood, TX**
- Provided classroom instruction for over 50 transitioning service members per week on subjects ranging from career goals, gap analysis, and transition overview
 - Completed career counseling certification in 5 weeks, fastest among new hires since program's inception
 - Conducted assessments of revolving group of transitioning service member records weekly to deter career readiness needs using query system to maintain and upkeep files of over 50 clients
 - Maintained contact with clients through phone, email and face-to-face counseling to ensure 100% completion of program minimum standards within 180 days of military exit
- 2014 – 2015 Property Claims Adjuster USAA Financial Services** **St. Petersburg, FL**
- Managed total revenue of \$1.3 million; prepared all budgeting, account reports, payroll and expenditures with staff of 5
 - Serves as the Contracting Officer negotiating agreements with eight different vendors
- 2011 – 2014 Master Evaluator U.S. Army** **Okinawa, Japan**
- Led the semi-annual evaluation and assessment of capabilities of 1 headquarters and 6 subordinate organizations
 - Managed the performance appraisal system of 325 personnel and 70 teams of equipment operators
 - Tracked movement of missile systems and related equipment valued in excess of \$100M in garrison and three combat locations
- 2008- 2011 Personnel Supervisor U.S. Army** **Fort Hood, TX/
Kuwait**
- Provided organizational planning, training, mentorship, safety, technical guidance, evaluations and certifications of 105 personnel in a combat environment
 - Designed and implemented unit maintenance programs to monitor conventional and system equipment, repair parts and stock procedures for over 50 vehicles
 - Planned, coordinated and supervised all activities involving the training goals of 105 personnel in accordance with federal and state doctrine

HONORS AND AWARDS

Bronze Star Medal, United States Army
Meritorious Service Medal, United States Army
Aubrey Newman Leadership Award, United States Army

References will be provided upon request.