



CLIENT NAME

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BIOGRAPHY

[Client Name] is a resolute and resilient individual who believes that to be able to succeed, one must learn to adapt to changes, work well under pressure, and deal with arising problems. He is known for his capability to wear multiple hats and accomplish increasing responsibilities with proven excellent results.

He started his professional career by joining the United States Navy in July 2013 as a damage control apprentice aboard the USS Iwo Jima. Upon the completion of his apprenticeship, he held and accomplished various positions including fire marshal, assistant work center supervisor, and interim leading petty officer as a junior sailor. Some of his key responsibilities included conducting necessary repairs; facilitating preventative and corrective maintenance; installing replacement parts; and overhauling the auxiliary systems on shipboard fire suppression and fire prevention equipment. In August 2020, he was trained in disaster preparedness and was assigned to Naval Support Activity Naples in Italy as an emergency management specialist responsible for maintaining, administering, and procuring emergency management equipment. It entailed ensuring the unit's readiness for major accidents and natural or man-made disasters as well as coordinating with local civic authorities for disaster response operations. As part of the COVID-19 Response Team, he ensured all positive cases were tracked by generating and submitting reports to base command officials.

[Client] currently works as an area orientation (AO) coordinator, a high-visibility position that he took on in March 2022. In this role, he has spent the first two years stationed in Naples, Italy overseeing the registration of new arriving personnel and their integration into the culture and nuance of overseas living. His duties included conducting AO briefs for 40 to 80 people as well as updating upper-level management on all matters relating to the AO program. As part of his tasks, [Client] met and coordinated with the host nation and representatives to ensure the safety and comfort of both military and civilians in their country. He also conducted surveys and translated the data gathered into an effective decision-making tool. This ingenuity aided leadership in making informed decisions that drove the optimization of the entire AO Program. In addition, [Client] chaired productive review boards responsible for the successful revision and enforcement of updated AO protocols across 55 units otherwise known as tenant commands. Through his contributions and insights, he ensured a smooth transition and experience for all new arrivals abroad.

Throughout his career, [Client] has shown commitment and drive to achieve the organization's goals by fulfilling his assignments and going above and beyond leveraging strong business acumen, leadership skills, and emotional intelligence. To name a few, he assumed the expanded task of managing the command watch bill comprised of 20 to 30 naval personnel and acted as the education services officer for approximately 180 members. He also mentored 80 sailors, which led to a significant increase in member retention and a reduction in attrition levels. His drive to assist junior sailors is evident in the early achievement of their MOB-D certification and overall improved skill set among team members.

Passionate about continuous improvement, [Client] welcomes constructive criticism, guidance from more experienced professionals, and professional development opportunities. As he actively seeks professional growth, he has completed coursework in Occupational Safety and Health (Fire Science) at Columbia Southern University. He also has taken General Studies-Psychology Curriculum coursework at the University of Maryland Global Campus. Furthermore, he is a Certified Lean Practitioner issued by Lean Six Sigma Company and has accomplished several trainings. These included Leadership Training, Introduction to Academic Writing, Introduction to Workplace Safety, Critical Thinking, Emergency Operations Center Incident Management, and Hazardous Substance Incident Response Management (HSIRM) among others.

[Client] actively participates in various events including Navy's Birthday, Pearl Harbor, flag-raising on Mt. Suribachi, and multicultural heritage ceremonies. This is where he delivers encouraging speeches that uphold and embody the Navy's tradition and core values. He is also an advocate of diversity, inclusion, and equality by fostering a culture of teamwork and mutual respect.