

PROFESSIONAL PROFILE

A versatile, and hardworking military veteran with 6+ years of civilian experience consistently ensures a seamless, memorable, and personable customer experience. Passionate about driving customer satisfaction and repeat business while maximizing brand reputation and revenues. A self-starter with proven experience across business development, finance, management & consultative sales with an analytical mindset. Strong time management & communication skills, with a natural ability to build rapport & develop lasting relationships with people of all backgrounds & levels.

SKILLS

- A knowledgeable communicator with notable customer-facing, influencing, interpersonal, and active listening skills.
- Self-starter with fast-paced execution; innovative, adaptable, decisive, and attentive to detail.
- Enthusiastic, team-centric, and committed to going the extra mile, collaborating closely with cross-functional teams.

Key Competencies

Adaptability & Resourcefulness | Banking & Finance | Business Development | Consultative Sales | Customer Service Excellence | Customer Relationship Management | Customer Loyalty | Financial Analysis | Financial Planning | Fleet Management | Investments | Google Applications | Leadership | Microsoft Office | People Skills | Project Management | Proposal Development | Requests for Proposals, Information, and Quotations | Sales | Time Management

EDUCATION

B.S. Business Administration, minor **Banking & Finance**, Bowie State University **Aug 2022**

A.A. Business, Montgomery College **Fall 2020**

Ordnance Corps Graduate & Basic Combat Training Graduate, Fort Jackson-**May 2014**

PROFESSIONAL EXPERIENCE

Rigil, 2022 – Present

Business Development Analyst

- Manage the early stage of the Department of Defense opportunity pipeline.
- Perform in-depth analytical research on prospective options, partners, or competitors.
- Manages and helps the team stay on top of tasks.
- Analyze requests for information (RFIs), requests for proposals (RFPs), and requests for quotations (RFQs).
- Perform in-depth analytical research on future opportunities, partners, or competitors, inferring research methods based on helpful information's nature, context, or likelihood.
- Coordinate, research, and implement plans to increase existing business and capture new opportunities.
- Present strategic or industry-related briefings to top executives.
- Call potential partners, prospective customers, and internal stakeholders.

Vsolvit Jul. 2021 – Jan. 2022**Business Development Analyst (Intern)**

- Conducted comprehensive market research & competitive intelligence on other companies to create a more compelling bid for opportunities.
- Supported bid and proposal aspects by researching all necessary information; identify, compile, and present actionable and data-driven insights.
- Processed opportunities on many contract vehicles, to the Business Development team promptly and accurately.

U.S. Army – Fort Hood, Texas & Camp Casey, South Korea Nov. 2012 – Oct. 2016**Wheeled Vehicle Repairer**

- Led 5-30 troops in Physical Training exercises weekly, and developed and refined team leadership acumen.
- Held accountability for managing over \$30M+ worth of equipment in the military.
- Performed preventative maintenance on various diesel vehicles to ensure mission capability.
- Tracked inventory of vehicle equipment and placed orders for faulty parts with a proactive approach.
- Followed vehicle manuals to confirm that equipment complied with safety protocols.

CERTIFICATIONS

- Blue Cross Certified CPR & First Aid | Emerging Leadership Certificate (Truist Leadership Institute)

AWARDS

- National Defense Service Medal (2013) | Honor Grad AIT Army (2014) | Army Service Ribbon (2014) | Korea Defense Medal (2015) | Overseas Service Ribbon (2015) | Good Conduct Medal (2016) | Army Achievement Medal (2016)