

## Richard Nixon

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### Objective:

To attain a full-time marketing position utilizing leadership skills developed through military experience and communication skills obtained through coursework in completion of a bachelor's degree.

### Education:

#### **Bachelor of Science in Political Science**

May 2018

Whittier College, California

- Cumulative GPA: 3.36
- Presidents list 3 semesters

#### **Airman Leadership School**

August 2009

- In-depth 5 week course on developing leadership and communication skills

### Experience:

United States Navy

January 2007-January 2012

Alameda Naval Air Station, California

#### **Naval Passenger Control Officer**

July 2011-January 2012

- Reported to Executive Officer of the South Pacific Combat Air Transportation Command
- Directed administrative tasks for a 131-member multi-service directorate

#### **Command Administrative Officer**

July 2010-July 2011

- Oversaw daily outgoing mail; sorted and distributed incoming mail to appropriate staff
- Maintained daily schedule for Commanding Officer in order to ensure quality of service
- Responded to all visitor requests for daily operations and tours
- Provided full support in telephone coverage, screening all incoming calls

Naval Air Station Ottumwa, Iowa

November 2010-July 2011

#### **Directorate Information System Security Officer**

- Served as the main point of contact for all computer accounts, assisting with all technical issues

#### **Lead Petty Officer**

July 2009-July 2010

- Managed 12 junior personnel in daily procedural activities
- Authorized daily outgoing correspondence

#### **Supply Clerk Officer**

May 2007-July 2009

- Provided assistance with and approved travel claims
- Scheduled travel arrangements for Commanding Officer

Navy Recruiting District Los Angeles, California

January 2007-May 2007

#### **Naval Reserve Canvass Recruiter**

- Identified target populations for enlistment into the US Naval Reserve
- Conducted interviews for enlisted recruits and counseled those rejected for service
- Tracked results of recruiting efforts enable to formulate plans to improve recruiting

### Honors:

- Two Service Stars; December 1943 and July 1944
- Letter of Accommodation; March 1946
- Good Conduct Medal; June 1945
- National Defense Service Medal; June 1942