

# Vidalsantos Génesis

genesisv.gv21@gmail.com

---

**Citizenship:** Yes, United States Citizen

**Security Clearance:** Yes, secret clearance (ANACI-T3)

**Federal Employment Status:** employed, [Defense Travel System Administrator], [equivalent to GS Level 4]

**Highest federal salary grade:** GS4/E-4

**Work Schedule:** Full Time – Permanent

**Estimated Time of Separation [ETS]:** September 13, 2024

## OBJECTIVE STATEMENT

Seeking to transition into a challenging Administrator role where I can ensure career advancement. Keen to leverage my military background, financial management system, legal office administration education, and active secret clearance.

## PROFILE SUMMARY

Detail-oriented and certified office administrator offering hands-on experience managing day-to-day office paperwork and administrative tasks efficiently while scheduling, planning, and directing front desk activities. Effective gatekeeper, able to streamline administrative processes to reduce errors, improve efficiency, and achieve organizational objectives with high confidentiality. Committed to utilizing strong organizational skills to continually achieve office performance improvements and ensure the smooth running of an office. Strategic-relationship and partnership-building skills—listen attentively, solve problems creatively, and use tact and diplomacy to achieve win-win outcomes. An articulate communicator, dedicated to building productive relations and effectively setting priorities in both team and self-directed settings. Advanced familiarity with a variety of office management programs and softwares. Career supported by an active secret clearance, legal office administration certification, and multiple job-related military training.

## MILITARY EXPERIENCE

**Army Specialist (E-4)**

**US Army – various locations**

**Annual salary: \$24,779**

**Weekly hours worked: 8 - 12**

**Sep 2022 - Present**

### **Duties, Accomplishments and Related Skills:**

Dedicated Defense Travel System Administrator with 1 year of experience in managing and optimizing travel systems for defense organizations. Proven expertise in ensuring compliance, streamlining processes, and delivering exceptional user support. Adept at system configuration, troubleshooting, and training, with a track record of maintaining accurate and efficient travel records.

Provide expert tactical and technical guidance to aid superiors in the planning, resourcing and execution of operations. Ensure that all day-to-day operations were completed in a timely manner. Evaluate personnel qualifications for a special assignment. Communicate articulately with supervisors and subordinates, providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, and in-person. Organize, plan, and prioritize work developing specific goals and plans to achieve mission accomplishment. Brainstorm decisions and solve problems by analyzing information and evaluating results to choose the best solution for current issues.

**Supervisor:** SGT George Paul | +49 152 27716537 | Can be contacted

**PATRIOT Launching Station Enhanced Operator (E-3) | 14T - Air Defense Artillery (ADA)**

**US Army**

**May 2021 - Sep 2022**

**Duties, Accomplishments and Related Skills:**

The Patriot launching station enhanced operator and maintainer supervises or serves in an air defense unit or as a member of an air defense activity engaged in operations or intelligence functions of liaison units. Responsible for system emplacement, initialization, operator/organizational level system maintenance (limited to the ability to detect improper equipment operation or malfunction by use of the senses, embedded diagnostic aids; e.g., BIT/BITE and/or board test equipment, Test Measurement and Diagnostic Equipment (TMDE) (example, multi-meter to perform low voltage and continuity checks), technical references, technical inspections, adjustments, removal and replacement of battery replaceable units/line replaceable units (BRUs/LRUs), and other tasks authorized in the maintenance allocation chart (MAC) and preventive maintenance checks and services (PMCS) required to sustain or return the Patriot Launching Station (LS), Enhanced Launcher Electronic System (ELES), Patriot guided missile round, and associated equipment to its operational readiness condition. Perform Battle Damage Assessment Repair (BDAR) and system deployment, and missile resupply/reload functions.

**EDUCATION AND JOB-RELATED CERTIFICATION**

Pursuing a Bachelor's degree in Psychology - University of Maryland Global Campus

Pursuing a Associate's degree in psychology - University of Maryland Global Campus

Legal office administration certification - Baltimore City Community College

**SELECTED MILITARY TRAINING AND COURSES**

Defense Support of Civil Authorities Course	Feb 2023
JFC 200 Module 6: Communication Strategy	Jan 2023
JFC 200 Module 5: Design and Planning	Jan 2023
JFC 200 Module 7: Joint HQ Organizational Staff In	Jan 2023
JFC 100 Module 6: Joint Command, Control, and Communication	Jan 2023
DoD Performance Management and Appraisal Program	Jan 2023
Patriot Launching Station ENH OPR/MAINT	Sep 2021
Basic Combat Training - First Aid And CPR, Land Navigation, Marksmanship, Physical Fitness, Self-Defense	Jul 2021

**TECHNICAL SKILLS**

Proficient in the operational use of office management programs and Microsoft Office Suite (Excel, Word, PowerPoint, DTS).

**LANGUAGE SKILLS**

Articulate bilingual communicator, accustomed to building positive relations with all levels of individuals from diverse backgrounds, leveraging fluency in both English and Spanish (native).

**CORE COMPETENCIES**

Administrative and Office Program Support, Day-Day Office Management, Staff Coordination, Record Keeping and Documentation, Database Management, Multi-line Telephone Etiquette, Superior Leadership Skills, Strategic Thinking, Articulate Communication, Organization and Multitasking, Effective Time Management, Complex Conflict Resolution.

**MILITARY AWARDS AND MEDALS**

National Defense Service Medal (NDSM)

Army Service Ribbon (ASR)

Army Achievement Medal (AAM)

Army Commendation Medal (ARCOM)

**PROFESSIONAL REFERENCES**

Available upon request