CAYENNE PEPPER

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**OBJECTIVE**

Seeking a full time position as a project manager with a focus on organization and training

**EDUCATION**

**University of Louisiana at Lafayette** | Lafayette, LA Expected: May 2027

*Bachelor of Science in Business Administration* GPA: 3.6/4.0 *Major: Management*

Honors: Dean’s List – Spring 2023, Army Achievement Medal – March 2021

**PROFESSIONAL EXPERIENCE**

**Medical Group Clinic** | Data Services Intern / Administrative Assistant December 2023 – Present

* Develop monthly on-site professional development seminars for office staff
* Supervise, manage and train high school student workers
* Maintain in-office calendar and training calendar, keeping track of schedules/appointments
* Create and reconfigure patient databases

**United States Army National Guard** |Fort Hood, TX August 2023 – Present

*Battalion Personnel Non-Commissioned Officer*

* Manage all personnel services for battalion operation, including directing all task force organization in support of various missions
* Attained 100% of battalion evaluation reporting in 2023
* Mentor and reinforce proper conduct in junior personnel when interacting with junior officers
* Manage the loading, unloading, and safety of personnel being transported between locations both nationally and internationally

*Specialist* May 2020 – August 2023

* Performed personnel operations for battalion comprised of 338 soldiers
* Developed and implemented automated versions of 25+ Army and government forms
* Managed soldier intake processing and strength management tasks

**TRAININGS**

Army Basic Combat Training | Fort Jackson, SC 2023

Advanced Individual Training (88M) | Fort Leonardwood, MO 2022

Air Assault School | Fort Campbell, KY 2022

**SKILLS**

Certified in First Aid and CPR

Fluent in Spanish

Microsoft Office: Word, Outlook, Excel, Access, PowerPoint