

# Michael C. Ramirez

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(956) 564-1190

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## Resume

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Motivating Leader	Budget Accounting	Energetic
Lean Six Sigma: Green Belt	Project Management	Innovative
Excellent Communicator	Business Administration (M.B.A.)	Army Veteran

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## Military Career History

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Heroes Corporate Fellowship	(March 2015-July 2015)
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Tacoma-Pierce Chamber of Commerce	Tacoma, WA
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- Developed program to improve military veteran hiring in Tacoma-Pierce County
- Advised businesses on their potential gains for staffing their work force with veterans
- Earned Lean Six Sigma Green Belt Certification through City University Seattle

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Exploitation Analysis Center (E.A.C.) Coordinator / Manager	(2011 – 2015)
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1 <sup>st</sup> Special Forces Group (Airborne)	Joint Base Lewis McChord, Tacoma WA
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- Trained and managed multi-dimensional teams for U.S. Army Special Operations
- Led U.S. Special Forces teams in digital forensics, evidence collection, CBRNE Operations
- Responsible for operation and maintenance of specialized equipment valued at \$13,500,000
- Company travel fund accountant and approving authority

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Decontamination Team Leader	(2006 – 2011)
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12 <sup>th</sup> Chemical Company, Special Troops Battalion	Grafenwohr / Schweinfurt, Germany
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- Chemical, biological, radiological, and nuclear agent decontamination / defense team leader
- Responsible for over \$2,400,000 in United States government assets
- Responsible for drug testing all company personnel through urinalysis
- Equal Opportunity Representative and Combined Federal Campaign Charity Fund Accountant

## **Pre-Military Work Experience**

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<b>Laboratory Technician:</b>	<b>(2003 – 2005)</b>
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<b>University of Texas Brownsville / University of Georgia Athens</b>	<b>Texas / Georgia</b>
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- Selected for highly competitive research program with National Institute of Health (N.I.H.)
- Elected as Vice President of Student Government for a campus of 13,000 students
- Selected to participate in study by the University of Georgia Athens (U.G.A) and presented data in research symposium to department leadership and personnel (250 attendees)

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<b>South Most Real Estate and Appraisals</b>	<b>(2000-2003)</b>
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<b>Real Estate Appraisal</b>	<b>Harlingen, TX</b>
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- Responsible for accounts receivable and collection
- Created data entry system which resulted in a reduced time per appraisal by 15%
- Responsible for creating and implementing company's marketing strategy

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## **Education and Training**

Masters of Business Administration Texas A&M Commerce 2016

Bachelors of Arts Homeland Security with Honors, American Military University 2014

Associates of Science Environmental Management, Drury University 2012

Lean Six Sigma: Green Belt

Advanced Leader's Course (Graduated in the top 5% percent of class)

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## **Additional Competencies**

**Project Management**

**Accounting (GAAP, Budget Allocation, Payroll, and Quickbooks Pro, Income Tax Management)**

**Marketing (Website Creation and Maintenance, Advertising, Search Engine Optimization)**

**Microsoft Office Suite** - Proficient in Word, PowerPoint, Excel, Outlook, and Share Point

**Fluent in Spanish**

**Certifications:** Real Estate Appraiser Trainee, Hazardous Materials Technician, Hazardous Materials Operations and Awareness, Radiation Safety, Basic First Aid

**United States Army Retiree**