

Michael C. Ramirez

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(956) 564-1190

Resume

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

Military Career History

Heroes Corporate Fellowship (March 2015-July 2015)

Tacoma-Pierce Chamber of Commerce Tacoma, WA

- 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

Exploitation Analysis Center (E.A.C.) Coordinator / Manager (2011 – 2015)

1st Special Forces Group (Airborne) Joint Base Lewis McChord, Tacoma WA

- 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

Decontamination Team Leader (2006 – 2011)

12th Chemical Company, Special Troops Battalion Grafenwohr / Schweinfurt, Germany

- 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

Laboratory Technician: (2003 – 2005)

University of Texas Brownsville / University of Georgia Athens Texas / Georgia

- 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)

South Most Real Estate and Appraisals (2000-2003)

Real Estate Appraisal Harlingen, TX

- 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

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)

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