

DONTAVIUS LINWOOD

ADMINISTRATIVE SUPPORT
& PROJECT COORDINATOR

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SUMMARY

Marine Corps Veteran seeking a transition to private sector roles with extensive experience in administration, project coordination, and leadership. Demonstrated expertise in improving processes, increasing efficiency, and managing projects from conception to completion. Adept at multitasking and adapting to new challenges, with a commitment to excellence and team success.

WORK EXPERIENCE

ASBECO (April 2024 - Present)

Site Manager

- Processed timesheets and staff payments.
- Supervised material purchases, monitoring, and stock.
- Created daily updates on project schedules and advancements.
- Maintained safety compliance through meetings and training sessions.

Brasfield & Gorrie, GA (August 2023 - March 2024)

Labor Foreman

- Manages on-site project operations, ensuring adherence to timelines and safety standards.
- Oversees team performance, enforcing safety protocols and ensuring project efficiency.

DHL - Lyneer Staffing (April 2021 - June 2022)

Lead Technical Assistant & Encoder

- Maintained high production standards and accuracy in inventory through optimized data entry and warehouse operations.

United States Marine Corps Headquarters Quantico, VA (Apr 2016 - July 2019)

Administrative Specialist

Administrative Asst. Chief (July 2017 - July 2019)

- Coordinated comprehensive training programs, ensuring personnel were informed on latest system updates and policy changes.

Administrative Clerk (May 2016 - June 2017)

- Managed logistics for key meetings and events, improving organizational communication and workflow.
- Streamlined and managed the onboarding process for Marines, contributing to mission readiness.

SKILLS

- Project Coordination
- Administrative Efficiency
- Leadership & Team Management
- Budget Oversight
- Strategic Planning
- Decision Making
- Effective Communication
- Process Optimization
- OSHA Compliance

EDUCATION

Pebblebrook High School

2010-2014

CERTIFICATES

- OSHA Safety Course
- First Aid/CPR/AED
- Google - Project Management Certificate
- Agile Certification
- Personnel Administration (DoD Certificate)

AWARDS

- Outstanding Volunteer Service Medal - DoD (250+ verified volunteer hours)
- Good Conduct Medal
- Headquarters Marine Corps, Letter of Appreciation (3)