

DeQuan Warren

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📍 3115 Bell Spur Ave SW, Concord NC, 28027

KEY COMPETENCIES.

Soft Skills.

Strong Analytical Skills | Excellent Organizational and Time Management Skills | Exceptional Teamwork Abilities | Cross-functional Collaboration | Confidentiality & Ethics | Cultural Competence | Emotional Intelligence | Adaptable | Detail-oriented | Transformational Leadership Skills | Diversity and inclusion.

Technical Skills.

Office Administration | Customer Service Excellence | Workflow Management | Process Management | Inventory Management | Data Analysis & Visualization | Database Management | Documentation & Record Keeping | Resource Allocation | Budgeting | Risk Management | Change Management | Staff Training & Development | Troubleshooting | Transformative Leadership | Internet Research | Legal and Regulatory Knowledge | Quality Assurance & Testing | Technical Writing & Documentation. Interactive White Board Technology | MS Office {Word, Excel, PowerPoint} | Google Suite {Google Docs, Sheets, Slides, Gmail}.

CAREER OBJECTIVE

- To secure a challenging position that fosters professionalism, excellence, and continual growth opportunities. Eager to leverage a diverse background in security operations, administrative support, personnel management, and culinary expertise to enhance resource efficiency and maximize organizational effectiveness.

PROFESSIONAL EXPERIENCE.

Armed Security Officer. 01/2024- Present

Capitol Special Patrol: Charlotte, NC.

- Standing post deterring criminal activity and protecting clients.
- Follow post orders to the letter. Document daily reports.
- Enforce security policies and procedures to maintain a safe environment.
- Proficient in use of firearms.
- Collaborate with law enforcement agencies as needed.

Secretary. 10/2023 – 06/2024.

Rocky River High School: Mint Hill, NC.

Executes various clerical and administrative duties to support the operations of the school, principal, staff, students, and parents.

- Serves as a central point of contact for parents, students, and staff regarding school-related matters.
- Greets visitors, answers incoming calls, handles inquiries, and directs individuals to appropriate sources when necessary.
- Prepares various documents, including correspondence, emails, newsletters, agendas, reports, schedules, etc., to document activities and convey information.
- Maintains assorted paper and electronic files, records, and databases to document activities, provide reliable information, and comply with applicable requirements.
- Maintains inventory of supplies and materials, ensuring items are available when needed.
- Coordinates meetings and staff calendars.
- Maintains mailing systems and coordinates the flow of information internally and externally.
- Operates copiers, scanners, and printers to produce correspondence for staff, students, and parents.

Personnel Training Manager.

8/2020 – 10/2022.

United States Army: Various Locations.

Nurtured employee growth by facilitating the acquisition of vital skills for enhanced social, educational, and professional effectiveness. Known for outstanding relationship-building across departments and streamlining operations.

- Prepared claim forms and related paperwork for complicated and delicate cases. Communicated with veterans and their representatives in writing to address their claims, questions, or concerns. Leveraged exceptional communication skills to resolve product and consumer complaints, further amplifying the value of proactive personnel performance monitoring and issue resolution.
- Oversaw team growth and performance excellence by skillfully leading impactful team meetings and personalized coaching sessions, consistently fostering an environment of continuous improvement.
- Informed claimants of all evidence requirements for processing claims for benefits and services.
- Assessed the training needs of personnel based on their roles, responsibilities, and career progression requirements.
- Evaluated the effectiveness of training programs through assessments, feedback mechanisms, and performance evaluations.
- Continuously updated and improved training programs based on feedback, changes in technology, and evolving Army requirements.

- Ensured that training programs comply with Army regulations, standards, and best practices.
- Managed training resources, including facilities, equipment, and instructional materials, to support effective training delivery.
- Collaborated with other units, departments, and agencies to coordinate training activities and resources effectively.
- Maintained accurate records of training activities, attendance, and performance outcomes and generated reports as required.
- Provided leadership and supervision to training personnel, including trainers, instructors, and administrative staff.

Culinary Specialist.

3/2016 – 8/2019.

United States Army: Various Locations.

Collaborated seamlessly within diverse teams, exhibiting effective communication skills and adaptability, delivering efficient and smooth operations that consistently met and exceeded customer expectations.

- Espoused staff growth through expert guidance, which led to acquiring advanced culinary skills, significantly enhancing team performance and output.
- Orchestrated efficient workflows by implementing optimized processes and resource allocation, resulting in smoother operations, reduced waste, and heightened productivity.
- Assisted in menu planning and development, considering nutritional guidelines, dietary restrictions, and troop preferences.
- Managed food inventory, including ordering, receiving, storing, and rotating food supplies to minimize waste and ensure freshness.
- Oversaw kitchen operations, including equipment maintenance, cleanliness, and sanitation, to meet health and safety regulations.
- Supervised and trained kitchen staff on food preparation techniques, safety procedures, and military culinary standards.
- Supported special events and ceremonies by providing catering services, creating themed menus, and coordinating logistics.
- Deployed and operated field kitchen equipment to provide hot meals in field environments or during field training exercises.
- Provided excellent customer service to military personnel and other customers, addressing dietary concerns and accommodating special requests.
- Assisted in budget planning and cost control measures to optimize food service operations within allocated resources.
- Conducted quality control inspections to ensure that food products meet established standards for taste, appearance, and temperature.
- Completed administrative tasks such as record-keeping, paperwork, and reports related to food service operations.
- Spearheaded initiatives to elevate service standards by refining presentation, consistency, and overall dining experience, garnering positive customer feedback.
- Upheld protocols/safety measures, ensuring compliance with industry standards while promoting efficiency, hygiene, and a safe working environment, bolstering the kitchen's reputation for adherence to best practices.

ACADEMIC CREDENTIALS.

Master of Science Degree, Health Science. <i>Excelsior College, Albany, NY.</i>	12/2023
Bachelor of Science. <i>Excelsior College, Albany, NY.</i>	5/2020
Associate of Science. <i>Excelsior College, Albany, NY.</i>	12/2018

TRAINING

Cybersecurity Training.	03/2017
Sexual Assault and Prevention.	03/2018
Advocate Training.	06/2021
Mentorship Instructor Training.	05/2022

LANGUAGES.

- English.

CERTIFICATES.

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| Firearm Training Certification | 4/2024 |
| ▪ Personal Protection Baton Tactics | 4/2024 |
| ▪ Personal and Tactical Handcuffing | 4/2024 |
| ▪ Personal Protection Control & Defense | 4/2024 |
| ▪ Oleoresin Capsicum Aerosol Training | 4/2024 |

REFERNCES.

- **Provided upon Request.**