

Available: Immediately

Tyrone.A.Horton@gmail.com • Cellular 910-581-0602

Objective

Administrative Support position where military and leadership experience can be used to enhance the operational effectiveness of a company.

Skills

Office Manager/Administrator with over 20 years of military administrative experience. Skilled in all aspects of office administration, organization of filing systems, use of electronic office equipment, handling multi-line phone systems, reception, and data entry. Communication skills demonstrated through verbal and writing abilities, client relations, customer service skills, and training new employees. Exceptional organizational skills with the ability to independently plan and manage diverse business relationships. Superb time-management and problem solving skills with the ability to set priorities and manage multiple tasks. Administrative support professional adept at working in fast-paced environments which demands active listening, critical thinking, judgment and decision making skills. Administrative background includes planning and coordinating both business and personal travel, scheduling meetings, preparing itineraries, and serving as a liaison between company executives and staff. Leadership experience includes training, evaluating, coordinating, team building, monitoring and motivating personnel. Support experience includes scanning, photocopying, faxing, sorting, distributing mail, filing, ordering supplies, problem resolution, quality control and word processing.

Military Experience

10th Marine Regiment, 2d Marine Division, Camp Lejeune, NC

2006 to 2010

Company First Sergeant

Disseminate information to all enlisted personnel regarding policies and procedures. Inform the Company Commander on the status of matters pertaining to the efficient operation of the command. Interview and counsel enlisted personnel on pertinent professional and personal matters that effect the efficiency of the command. Counsel subordinate Staff Non-commissioned Officers and Non-Commissioned Officers as required to improve the general effectiveness of the command. Assist the Commander in the conduct of non judicial punishment and request mast proceedings. Assist in the supervision of all Company administrative matters. Mentor, teach, and evaluate leadership of all Staff Non-commissioned Officers and Non-commissioned Officers in the Company.

- Reviewed all enlisted Marine fitness reports for administrative correctness. Provided accurate and comprehensive guidance to Company and Battalion personnel in regards to the Performance Evaluation System. Initiated and successfully monitored the Brigade Headquarters Group Body Composition Program. Initiated and personally executed the Company's Remedial Physical Conditioning Program. Successfully accounted for 171 Marines and Sailors during the Company's deployment to Afghanistan
- Successfully accounted for 188 Marines and Sailors during the Battery's deployment in support of Iraqi Freedom 06-08. Coordinated and facilitated the rest and recuperative leave for Marines and Sailors while deployed to Iraq. As the Regional Detention Facility First Sergeant, supervised over 188 Marines through an intense non-traditional training package for conducting Detention Operations in Iraq which resulted in not a single incident of detainee abuse in any of the Detention Facilities.

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United States Forces Korea, Combined Forces Command, Seoul, Korea

2005 to 2006

Operations Chief

Operations Chief, Enlisted Aide de Camp, Directorate Administrative Chief and United States Forces Korea U/C/J-5 Alternate Security Manager. Primary liaison for the senior Marine on the Korean Peninsula on all Marine matters. Supervised and executed U/C/J-5 operational transition from garrison headquarters to wartime Command Post Tango. In the absence of the Executive Officer to the Assistant Chief of Staff U/C/J-5, performed as the adjutant and was responsible for the control of both unclassified and classified correspondence within U/C/J-5.

- Orchestrated the personal, administrative and logistical transition of both the outgoing and incoming Marine Forces Korea Commanders. Developed and implemented a Pre-Deployment timeline to assist the U/C/J-5 Admin personnel in the transition from garrison to wartime Command Post Tango. Identified management problems within the Security Management Program and implemented new procedures to properly screen and track personnel security clearances.
- Revised the U/C/J-5 Emergency Evacuation and Destructive Plan. Received noteworthy recognition during the Command Security Inspection. Awarded the Secretary of Defense's coin for successfully managing and operating the USFK Control Cell during the ROK-US 27th MCM and 37th SCM.

United States Marine Corps Forces Korea, Seoul, Korea

2004 to 2005

Administrative Chief

Supervised the day to day functioning of the Marine Forces Korea administrative office to include pay, awards, unit diary, travel, orders, correspondence, message traffic, and performance evaluations. Oversaw and managed all enlisted manpower issues to include inbound/outbound personnel, command sponsorship and military housing assignments. Additionally, performed as the Assistant Command Postal Officer, Career Planner and Government Travel Charge Card Program Manager.

- Revised and updated the command's permanent change of station order templates. Developed an overseas extension request and tracking system. Recovered more than 50 Government Travel Charge Card accounts not currently assigned to the unit's hierarchy. Established internal control procedures for all commodity sections. Received special recognition for achieving an outstanding on a scheduled Marine Corps Administrative Assistance Team Inspection.

Officer Candidate School, Quantico, VA

2001 to 2004

Company Gunnery Sergeant/Platoon Sergeant

Assisted the Company Executive Officer in the evaluation of Officer Candidates. Ensured that all necessary equipment and support facilities are available and ready for candidates training. Ensured proper procedures were followed for the issue, safety and use of all ammunition and class V material required for training. Conducted training meetings with staff to ensure proper execution of the candidate training schedule. Maintained the proper police and maintenance of the company area. Ensured all candidates have the required number and types of uniforms, gear and equipment required to carry out training.

- Successfully coordinated the company's logistical requirements for United States Marine Corps Officer Candidate Training. Effectively utilized Operational Risk Management during all physical training evolutions which resulted in zero mishaps.

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Marine Corps Recruit Depot, Parris Island, SC 1997 to 2000

Series Gunnery Sergeant/Drill Instructor

Senior Enlisted Advisor to the Series Commander. Responsible for the smooth logistical execution of the training schedule. Liaison to all outside agencies. Counselor to all enlisted personnel. Ensured that all new Drill Instructors were properly trained. Responsible for the physical training/fitness of the series. Responsible for the proper teaching and execution of all drill movements, both individual and platoon. Provided guidance and mentoring to all senior Drill Instructors in the series. Responsible for screening all administrative paperwork. Selected as Drill Instructor of the Quarter for Second Recruit Training Battalion during the 4th quarter of fiscal year 1998.

Military Entrance Processing Station, Portland, Maine 1992 to 1995

Operations/Travel Clerk

Responsible for arranging travel for over 2000 recruits annually. Accounted for all government travel tickets and travel requests with no loses or errors. Indispensible force in orchestrating the smooth and uninterrupted flow of travel processing during the transition from SATO Travel to Carlson Travel. Cross-trained in virtually all areas of operations. Selected as the Portland MEPS Military Member of the Year and finished in the top 5 command wide. Superior technical competence and organizational abilities.

- Demonstrated superior initiative on several occasions when inclement weather and holiday shut-downs threatened to disrupt applicant travel; developed inclement weather plan saving thousands of dollars in lodging costs. Demonstrated versatility creating standard operating procedures on three diverse subjects used daily in the station.

Computer Skills

Proficient with Microsoft Office Standard 2007, PowerPoint, Excel and Works. Type 35-40 words per minute. Personal computers and laptops, print servers, HP Laser jet printers, high speed printers, and related peripherals: DVD/CD ROMs, scanners, modems, etc.

Security Clearance

Secret with current background Investigation; determined eligibility of Secret on 20071017 DoNCAF. Top Secret (TS-SCI) while assigned to Marine Forces Atlantic as a clerk for the Chief of Staff from 1989-1992; determined eligibility of Top Secret on 19930618 DoNCAF.

Education

American Military University <i>B.A., Security Management</i> GPA: 3.6. 63 credits towards degree	2012
Shaw High School, East Cleveland, OH <i>H.S.</i>	1984

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Military Training

Senior Enlisted Legal Leadership Course, San Diego, CA, 2008
Master Sergeant/First Sergeant Regional Seminar, Camp Lejeune, NC, 2007
First Sergeants Course, Quantico, VA, 2006
Naval Security Managers Course, Iwakuni, Japan, 2005
Staff Non-commissioned Officer Advance Course, Quantico, VA, 2003
Advanced Personnel Administration Course, Camp Lejeune, NC, 2000
Amphibious Warfare School Nonresident Program, 2000
Drill Instructor School, Parris Island, SC, 1997
Warfighting Skills Nonresident Program, 1995
Staff Noncommissioned Officer Advanced Nonresident Program, 1994
Staff Noncommissioned Officer Career Nonresident Program, 1993
Sergeant Nonresident Program, 1992
Noncommissioned Officer Leadership School, Camp Lejeune, NC, 1990
Basic Personnel Administration Course, 1986
Marine Corps Recruit Training, Parris Island, SC, 1986

Honors and Awards

Afghanistan Campaign Medal, 2009
Iraqi Campaign Medal, 2008
Defense Meritorious Service Medal, 2006
Joint Service Commendation Medal, 1995
Joint Service Achievement Medal, 1993
Navy and Marine Corps Commendation Medal, 2003
Navy and Marine Corps Commendation Medal, 1997
Navy and Marine Corps Achievement Medal, 2001
Navy and Marine Corps Achievement Medal, 1993
Drill Instructor Ribbon, 2003
Drill Instructor Ribbon, 2000