

JAMAAL UZZIEL

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Citizenship: Yes

Federal Experience: Yes

Veterans Preference: 10 Points

Clearance: Secret (TS Eligible)

OBJECTIVE: To obtain a challenging position where I can leverage my extensive logistics, management, and business experience to continue to grow and manage projects.

EXECUTIVE SUMMARY

- Highly accomplished, results-driven, and detail-oriented professional with over 18 years of diverse experience working in various professional capacities within the military, federal, and private sector organizations.
- Strong ability to research fiscal laws, regulations, precedent decisions, and procedures to determine appropriate action for resolution.
- Highly adept at working within an automated environment and skilled at using various software programs, creating multiple forms of documentation for internal use, retrieving data, and preparing reports.
- Revenue and operating income analyst, highly skilled in identifying financial, budgeting, and operational inefficiencies, including disbursements, payments, collections, and adjustments.
- Experienced in accounting work, including designing, developing, operating, or inspecting accounting systems and prescribing accounting standards, financial policies, and requirements.
- Verifiable success in providing first-rate customer service, executing administrative tasks, keeping records, and facilitating administrative support functions.

- Possesses the ability to address questions, concerns, and issues related to employees, vendors, contractors, suppliers, potential partners, and other external stakeholders.
- Ability to develop and maintain Standard Operating Procedures (SOPs).
- A team player skilled and equipped with articulate communication, negotiation, presentation, and interpersonal skills in building positive work relationships with diverse individuals.
- Experienced in various administrative roles requiring scheduling, verifying credentials and documentation, and ensuring compliance with policies and procedures.
- Reviews existing policies, procedures, and processes to ensure enhanced operational effectiveness.

P R O F E S S I O N A L S K I L L S

- Possesses infectious enthusiasm and an inspirational working style.
- Excellent research and writing skills.
- Comfortable working in a highly autonomous environment.
- Advanced management, administrative, and customer service skills.
- Excellent organizational, planning, and networking skills.
- Exceptional ability to align and engage various internal and external stakeholders and work issues to closure.
- Adept at solving problems with speed and efficiency.

C O R E C O M P E T E N C I E S

Research & Report Writing | Data Analysis | Knowledge of Fiscal Programs | Automated Databases | General Operations | Engaging Communicator | Persuading Skills | Interpersonal Skills | Complex Problem-Solving Skills | Administrative Efficiency | Multi-tasking Ability | Initiative & Leadership | Creative & Resourceful | Detail-oriented | Organizational & Planning Skills | Record-keeping and Correspondence | Attention to Detail | Decision Making | Learning |

Oral Communication | Planning and Evaluating | Problem Solving | Reasoning | Self-Management | Writing

P R O F E S S I O N A L E X P E R I E N C E

STATE OF TEXAS – Strength manager TMD

11/2022 –

40 Hours a Week

Supervisor: Commander Powell - 601-927-4615

Duties, Responsibilities, and Accomplishments:

- Increase employee retention rates in support of the ongoing operations, storytelling and content. Maintain employee benefits, ensuring all state, local and federal laws, contracts, and systems are used within legal parameters
- Advise Commanding General and State Officials in regulatory overhaul for operation Lonestar (Border mission). P.O.C
- Understand and create an employee interface and data stack for quicker personnel and employee management. (JamaalUzziel.com)
- Establishes performance standards; monitors and evaluates employees' overall effectiveness of their recruiting and retention activities/programs.
- Counsels and rates assigned managers to their area by the locally established policy;
- Monitors assigned to the management to ensure compliance with applicable regulatory guidance in using company vehicles, information technology hardware/software, and expense accounts.
- Assigns and assists in the training of recruiter assistants; assists in developing, maintaining, and analyzing statistical data of assigned area demographics, company losses, climate information, and data to form current and projected trends; provides sustainment and remedial training for designated team members as needed to maintain skills and prevent poor performance; makes

recommendations for disciplinary action and dismissal of staff as required.

Uzziel Services LLC

P.O. Box 5353 Katy, TX, 77491

Owner

05/2019 –

20 Hours a Week

Duties, Responsibilities, and Accomplishments:

- Business development and marketing program operations and procedures required to evaluate and improve outreach marketing program business strategies, operations, and outcomes. Ability to communicate both orally and in writing sufficient to write, review, revise/edit, and evaluate a wide variety of graphic, narrative, and other (e.g., quantitative, technical) materials for use in program business operations outreach/marketing and internal administrative materials; print and online publications, content, and similar deliverables; and related guidelines such as policies, procedures, and similar requirements.
- Exercises financial plan management responsibility for the operating division or business unit. Prepares, maintains, and executes the financial plan involving all categories of expenditures. Reviews, analyzes, makes recommendations, and/or develops contingency plans based on financial analyses and reports. Identifies trends and anticipates any adverse impact on budget and/or work plans.
- Managed teams of up to 30 personnel utilizing strong servant leadership skills, maintained team integrity and developed members' strengths in both civilian and military
- Exercises financial plan management responsibility for the operating division or business unit. Prepares, maintains, and executes the financial plan involving all categories of expenditures. Reviews, analyzes, makes recommendations, and/or develops contingency plans based on financial analyses and reports. Identifies trends and anticipates any adverse impact on budget and/or work plans.
- Managed day-to-day operations, identified government contract opportunities experience in developed short- and long-term

marketing, outreach and communication plans, campaigns, and solutions aligned with an organization, product and program-level business strategy. Identify places of friction and administrative law and implement process improvement with automation strategies

- Event strategy, planning and management.
- Understand the marketing needs and interpret data and key metrics into action items
- Analyzed material and supplies available to anticipate and correct material support deficiencies.
- Manage social media marketing-related account

NASA- Johnson Space Center

2101 E NASA PKWY

Pathways CO-OP

08/2015 – 05/2019

Supervisor: Ms. Kennedy-Reynolds 281-483-8643

40 Hours a Week

Duties, Responsibilities, and Accomplishments:

- Responsible for social media marketing-related Twitter accounts.
- Astronaut liaison.
- Scheduled calendar appointments, including but not limited to coordinating and facilitating meetings, conferences, and orientations.
- Provide advisory services and consultation to the Administrator on communications and relations with the media and the public.
- Assist with agency-wide programs and activities to coordinate and direct resources to the news media and the American public.
- Developed open and credible communication channels for the news media and the public.
- Collaborated with a team of professionals to develop innovative ideas.
- Assist with increasing workflow communication and decreasing production costs.
- Prepared rosters and organized details for meetings for junior personnel.:
- Assisted managers in visualizing security capability gaps and prioritizing security investments.

- Establish a relationship between security capabilities, policies, and processes to control better and mitigate cybersecurity threats.
- Enabled architecture traceability and auditing to relevant Federal security requirements.
- Facilitated a strategic, initiative-taking improvement approach to NASA's cyber-security program rather than traditional, compliance-driven management.
- Utilized automated databases to create correspondence for support and operations.

Texas Army National Guard NCO

Austin, TX

Federally Recognized, Sargent First Class – Platoon Sargent & Unit Mobilization Officer

Joint Operation Special Forces Command Center - NCIOC

10/2007 –

Supervisor: Executive Officer: Mr. Zano 713-702-8663

10 Hours a Week

Duties, Responsibilities, and Accomplishments:

- Managed teams of up to 30 personnel utilizing strong servant leadership skills, maintaining team integrity, and developing members' strengths in both civilian and military.
- Oversee the maintenance and safety of the personnel and equipment.
- Oversee and check proper loading and unloading of cargo on vehicles providing advanced mobility and maintenance on and off the battlefield.
- Secured, operated, and supervise \$200 million in gear & equipment.
- Analyzed, researched, and resolved problems and discrepancies related to inventory and cash flow.
- Assisted employees concerning regulations, policies, and procedures governing recruitment and staffing .Internal organization-wide communications, including speech writing, change management, crisis communications, and executive communications.

- Experience serving as an authoritative advisor on outreach, marketing, and communications efforts for an organization, program or product

Qualified Recruiter (HR)

06/2012 – 06/2013

40 Hours a Week

Duties, Responsibilities, and Accomplishments:

- Hiring and recruitment marketing digital marketing Maintained great working relationships with a network of influencers, including students, parents, educators, and community officials.
- Participated in community events to increase production. Met or exceeded the quota of 2 qualified personnel monthly by 20%. Qualified in CCS Customer Centric Selling & event strategy, planning and management
- Evaluated data, prepared forecasts, analyzed trends, and presented results to the management to facilitate decision-making.
- Performed clerical duties, such as maintaining files and reviewing correspondence. Maintained credential files
- Experience developing and maintaining working/strategic relationships and operational partnerships with internal and external stakeholders at multiple organizational levels. Expert knowledge of marketing as a business discipline, including marketing and market research principles, processes, and practices; the marketing industry and its standards for effective marketing, communications, and customer service and related strategic and operational business applications sufficient to develop, implement, and recommend new guidelines changes to

VOLUNTEER EXPERIENCE

Waves Project, May 2019-

(Assisted in the growth of the Houston Division of Waves Project, which helps wounded veterans experience scuba diving)

EDUCATION

- In Progress MBA Lamar University GPA 3.8*
- Bachelor of Business Administration (Marketing)

C.T Bauer of Business At University of Houston GPA: 3.2/4.0

Certification in Corporate Entrepreneurship, Successful completion Programs of Excellence, and Selling

CERTIFICATIONS

- Six Sigma Certification Black Belt, Dec 2019 Lone-Star College
- Audio Recording Technology Certification, May 2012 Houston Community College
- Project Management (PMP) Texas A&M

Military certifications:

Recruit Training, Engineering Common Core, Electrician's Mate, Class A, Motor Transport Operator Reclassification: Structured Self Development (SSD) I, Warrior Leader, Structured Self Development (SSD-II) ,Infantryman Advanced Leader (ALC), Unit Movement Officer Deployment Planning, Distributed Leader III, Fireman, Electrician's Mate, Infantryman, Motor Transport Operator, Drill Sergeant, Electricians Mate A School Pipeline, Combat Lifesaver Course - 06 Edition Reception Battalion Attrition, Warrior Transition, Combative's Level 1, UNIT ARMORER, Hazmat Training, Infantryman, SERE 100 Comma Code Of Conduct Training Course, Recruiting And Retention, Composite Risk Management Basic, SERE 100 Comma Code Of Conduct Training Course, Airborne, Department Of Defense (Dod) Cyber Awareness, CTIP Annual Awareness Web-Based Training, SERE 0.2 Level A SERE Education And Training, Level I Antiterrorism Awareness Training, VCAT Horn Of Africa 2.0, Joint Staff Operations Security (OPSEC), Fundamentals Of Personnel Recovery, Department Of Defense (Dod) Cyber Awareness, Js Equal Opportunity Policy Basic Training

Hobbies & Interests: Reading, Flying & Fitness