

Mattie Voigt, Jr.

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PROFESSIONAL SKILLS

- ❖ 8 years of military service, U.S. Army
- ❖ Facilities management and program administration
- ❖ Personnel supervision and training
- ❖ Credit, collections and customer service

PROFESSIONAL EXPERIENCE

MWR Technician

KBR Inc. Camp Liberty, Iraq

2008 to Present

- ❖ Managed the Army Morale, Welfare, and Recreation Program at my Camp Liberty
- ❖ Supervised MWR staff
- ❖ Conducting employee retraining and counseling in policy adherence
- ❖ Managed property accountability loss prevention program

MWR Coordinator

KBR Inc. Camp Rustamiah, Iraq

2007 to 2008

- ❖ Planned, organized, and officiated sporting events
- ❖ Disk jockey (DJ) for country, salsa, reggae, alternative, old school, and hip hop nights
- ❖ Created and distributed monthly calendars, flyers, and newsletters
- ❖ Conducted customers satisfaction surveys

Credit Analyst

Nextel Corporation Temple, TX

2005 to 2007

- ❖ Provided customer service in the credit and collections division
- ❖ Researched disputes and analyzed account balances to maximize collection from customers
- ❖ Reviewed credit applications and request for credit line increases to proper rating to maintain compliance with the company's credit policy

Team Supervisor

U.S. Army Fort Hood, TX and Baghdad, Iraq

2003 to 2005

- ❖ Supervised 10 soldiers while serving in Iraq and Fort Hood
- ❖ Counseled personnel on various situations, including education, job performance, and career goals in addition to identifying work related problems and issues
- ❖ Evaluated soldiers' performance, recorded progress, and rated achievement levels and provided guidance for job improvement

Administrative Assistant

U.S. Army Fort Jackson, SC; Camp Red Cloud, Korea; Fort Hood, TX; Baghdad, Iraq

1997 to 2005

- ❖ Maintained military records for over 40 people using database entry
- ❖ Wrote monthly reports to help soldiers obtain promotions and recommendations for awards
- ❖ Maintained the unit's superior rated medical readiness and sponsorship program at Camp Red Cloud

Sound Technician

U.S. Army Fort Hood, TX and Baghdad, Iraq

2003 to 2005

- ❖ Responsible maintenance and operation of over \$150,000 of sound equipment
- ❖ Set up and operated sound equipment for band performances
- ❖ Trained soldiers on the set up, operation, maintenance of sound equipment

Unit Morale Supervisor

U.S. Army Camp Liberty, Iraq

2004 to 2005

- ❖ Developing activities to raise the unit's morale
- ❖ Arranged unit tournaments in board games such as chess, checkers, dominoes, and spades
- ❖ Scheduled flag football games, basketball tournaments, and swimming outings
- ❖ Conducted surveys for feedback and suggestions to improve quality of events

EDUCATION AND TRAINING

University of Phoenix Phoenix, AZ

Major: Management (Bachelor of Science in progress)

Associate of Arts, General Studies 2007

Central Texas College Killeen, TX

U.S. Army Primary Leadership Development Course 2001