

## JAN L ANDINO ROSADO

Barceloneta, PR 00617

janlouis1130@gmail.com

Tel: (787) 970 - 0193 / (270) 881 - 6219

www.linkedin.com/in/jan-louis-andino-rosado-2a3a5418b

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### PROFESSIONAL SUMMARY

**Personnel Supervisor** and US Army Veteran leveraging a Secret Security Clearance and 3 years of proven experience excelling in dynamic, fast - paced environments. Possess a comprehensive background in **Data Analysis & Review, Financial Processing**, and Employee Relations, derived from conducting operations in support of national defense. Managed risk upon multiple lines to protect assets, property, and equipment valued over \$220K with zero losses or damage. Possess extensive knowledge in **Workplace Safety, Reporting & Briefing, and Database Management**. Career supported the pursuit of Bachelor of Arts and extensive training & experience gained from military service.

- Ability to Multi-Task
- Briefings | Presentations
- Leadership Experience
- 1-on-1 Employee Counseling
- Possess Technical Acumen
- Safety Programs & Training
- Team Collaboration
- Bilingual: English | Spanish
- Microsoft Office Suite

### PROFESSIONAL EXPERIENCE

**Bank of America** | *Clarksville, TN*

**March 2020 – May 2021**

#### **Relationship Banker**

Maintained a portfolio of new and existing clients to discover their financial needs and provide each the best products, recommendations, and advise.

- Maximized the depth of the client relationship by partnering with lending, insurance and merchant service specialists; adept communicator, proficient at fostering client relationships regardless of race/gender
- Cultivated relationships in the community and with external partner including Business Bankers, Financial Advisors, and Mortgage Specialists; conduct interdepartmental coordination to ensure streamlined services
- Hosted daily meeting with 20+ customers while facilitating a minimum of 3 preset appointments; leverage effective time management skills to organize daily/weekly functions and activities that aided production

**UNITED STATES ARMY** | *Various Locations*

**Feb 2017 – Jan 2020**

**Supervisor, Military Police Patrolman** | *Fort Campbell, KY / Camp Humphries, South Korea*

Performed duties as a Military Police patrolman for military community consisting of up to 36K family members and service members. Conducted vehicle patrols, developed incident reports, and briefed leadership on patrol activities

- Selected to lead security team consisting of 5 personnel; conducted pre-patrol inspections, conducted monthly 1-on-1 counseling, and directed works schedules and deliverables that supported organizational vision

- Conducted daily assessments, interviews, and intakes of no less than 20 witnesses, criminals' subjects, and victims; responded to over 50 domestic disturbances and skillfully handled situations with professionalism
- Trained and experienced as a first responder with practical application in real world scenarios; proven ability to preserve human life and protect property assets
- Maintained personal and specialized law enforcement equipment valued over \$220K with no loss or discrepancies; conducted daily inspections and weekly maintenance that quickly identified faults leading to rapid repair or replacement
- Ensured 400+ police reports were accurate, complete, and formatted properly prior to submission; adept at all administrative functions of the position
- Authored and conducted security-relevant training while deployed to South Korea; conducted 15 training seminars for Korean military members that greatly increased knowledge, performance and professionalism

### **EDUCATION**

**Candidate, Bachelor of Arts (B.A.)** | Psychology | Austin Peay State University | 2021 (Projected)

#### **Specialized Military Training:**

First Responder and Basic Lifesaving Techniques | Military Police Academy

### **TECHNICAL SKILLS**

**Language Proficiency:** English | Spanish

**Software:** Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) | Adobe

**Operating Systems:** Mac | Microsoft Windows