

## **Manuel Medina**

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323-241-8761

### **Summary**

Senior electrical engineering 3.25 GPA student with 5+ years of professional-level experience in project management, providing maritime expeditionary security for designated assets and critical infrastructure within a US Navy Command. Managed asset inventory over \$1,000,000, with duties including managing 20 sailors. Familiar with using crypto and maintain a current Secret Clearance.

### **Employment History**

United States Navy Reserves

Mineman Petty Officer 1<sup>st</sup> Class, May 2018 – Present

Mineman Petty Officer 2<sup>st</sup> Class, August 2015 – May 2018

Mineman Petty Officer 3<sup>st</sup> Class, August 2014 – August 2015

- Project Management duties: plan and execute tactical boat craft projects to meet command goals and objectives on schedule within budget.
- Managed and supervised 20 sailors during tactical boat craft asset maintenance, active missions, and personnel administration (timecard approvals, performance evaluations, career advancement preparations)
- Use MS Excel to maintain and monitor patrol schedules, harbor activity trends, tactical boat maintenance records, manage inventory equipment purchases over \$1,000,000.
- Manage, organize, coordinate, and present pre/post patrol briefings to Command officers and enlisted personnel in charge, utilizing diplomacy and tact in public speaking, materials executed from PowerPoint and MS Teams.
- Escort sensitive assets such as submarines, tankers, and carriers, in and out of port.
- Anticipate and mitigate risk during all security operations, using Mine Net Tactical (MIT) to detect underwater threats, similar application to Geographic Information Systems (GIS).

Ralphs Grocery Company, Compton, CA

District Asset Protection Specialist, September 2012 – April 2021

- Lead, train, and assign work to new Asset Protection Specialists.
- Managed and monitored district store cameras to identify suspicious trends.
- Prepared incident reports for the company's LPMS database.
- Participated in store manager meetings to expand asset protection trend awareness.
- Prepared written reports to communicate store inventory shrink activity for upper management.
- Presented Asset Protection training for new hires, store employees, and corporate staff.

### **Skills**

- Fluent in English and Spanish
- C/C++ computer language
- Microsoft Word, Excel, and PowerPoint
- Analytical Problem Solver

### **Education**

San Diego State University – Senior Status Electrical Engineering Bachelor of Science Major Aug 2021– Present

City College, Declared STEM Major – Associates Degree to Transfer, 99 Semester units 2013 – 2021