

Karley Lauren Hawkins

[REDACTED] | Manahawkin, NJ
Secret Security Clearance, Valid through 2026

As a Navy veteran transitioning to civilian life, I am eager to leverage my leadership skills, discipline, and extensive training to secure a challenging and rewarding role with the New Jersey State Park Police. I am committed to finding a position where I can continue to grow professionally while contributing to the safety, security, and success of the state's parks and natural resources. My goal is to join a team that values dedication, teamwork, and integrity, where I can make a positive impact on both the organization and the communities it serves, ensuring that New Jersey's parks remain safe and welcoming for all visitors.

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| - Database Management | - Time Management | - Oral Communication |
| - Industrial Safety | - Conflict Resolution | - Security Protocols |

Professional Experience

03/2024-Current; Blueprints 4 Keys- Remote

Administrative Manager & AirBnb Lead

- Supervise 13 properties, effectively handling electrical, plumbing, and water damage issues to maintain property integrity.
- Provide 24/7 on-call availability for emergencies, ensuring prompt and effective resolution of urgent matters.
- Develop and implement an organized system to track rent payments, property maintenance, and miscellaneous expenses, reducing administrative workload by 5 hours per week.
- Manage the payroll for eight team members, ensuring accurate and timely payouts.
- Serve as the point of contact between executives, employees, clients, and other external partners.
- Manage the CEO's calendar, including scheduling meetings, appointments, and travel arrangements.

04/2019-04/2024 United States Navy - Yokosuka, Japan

Gunner's Mate Supervisor, USS Ronald Reagan

- Planned, managed, and executed preventive and corrective maintenance on various weapons systems, including small arms, crew-served weapons, and gun mounts, ensuring optimal operational readiness.
- Conducted long-range training plans on U.S. Navy conventional arms policies, ammunition safety, and small arms training and qualifications, ensuring personnel 100% deployment readiness.
- Led inspections, audits, and maintenance of weapons systems, ensuring compliance with safety protocols.
- Ordered and maintained receipts for all weapons, magazine sprinklers, tools, parts, and materials.
- Planned the distribution of work and assignments, setting policies, priorities, and deadlines to have an effective work center.
- Spearheaded the transportation, lodging, and coordination of 1,778 Sailors, 103 Distinguished Visitors, and nine medical evacuation transfers throughout the 2023 Deployment.
- Conducted briefs to higher officials, Naval Sea Systems Command personnel, military visitors, and Sailors about expectations of travel and lodging.
- Planned, managed and executed inspections, audits, and maintenance of firearms and weapons systems, ensuring adherence to safety protocols and regulations.
- Conducted safety briefings and training sessions on the safe handling, storage, and stowage of firearms and ordnance, emphasizing compliance with designated protocols.
- Conducted dry fire training of marksmanship fundamentals and tactical employment for crew-served weapons; safely executed a qualification live fire exercise expending 155,865 rounds qualifying 867 force protection watch standers, encompassing 23 watch stations.
- Oversaw the safe issue and receipt of small arms, conducting meticulous inventory management to track ammunition and equipment on board.

01/2018-08/2018; East Coast Hockey League Wheeling Nailers- Wheeling, WV

Ticket Account Executive

- Focused on maintaining, and increasing Season Memberships, Partial Season Ticket Sales, and Group Ticket Sales for the Wheeling Nailers.
- Generated new revenue through a process of prospecting and contacting a high volume of leads daily.

- Provide superior customer service to clients, existing season members, prospects, groups, and single-game customers
- Maintained, serviced, and renewed customers of all levels. Generated revenue using all sales methods, including cold calls, face-to-face appointments, prospecting, and networking

Education

West Virginia University

Morgantown, WV

Bachelor of Arts; Multidisciplinary Studies (BMDS)

- Areas of Emphasis: Business Administration, Public Relations and Sports Communications

Tools and Certifications

- Distinguished Military Graduate of Gunner's Mate A' School
- Conventional Ordnance Sentencing Training
- CPI Awareness/ Yellow Belt Course
- Advanced Industrial Management system (AIM)
- Electronic Shift Operations Management System (ESOMS)
- CITRIX database
- Microsoft Office Suite (Word, Excel, PowerPoint)

Reference available upon request.