

# PHILLIP J. THOMAS

9488 Apple Circle  
Sacramento, CA 95826

Thomas@yahoo.com

Home: (916) 362-6900  
Cell: (916) 475-7499

---

## PURSUING A POSITION IN ADMINISTRATIVE SUPPORT

Disciplined, analytical and self-motivated professional with five years of experience in both the military and private sectors. Repeatedly demonstrates the talent and drive to undertake challenging assignments and follow them through to successful completion. Proven ability to manage multiple tasks in deadline-sensitive environments while ensuring operational efficiency and quality outcomes. High level of computer proficiency that includes MS Word, Excel, and PowerPoint.

### Key areas of knowledge, training and experience include:

- Report Generation
- Client Correspondence
- Document Processing
- Team Leadership
- Multi-task Time Management
- Staff Training & Development
- Information Management
- Data Analysis & Assessment
- Appointment Scheduling

## EXPERIENCE

<b>Intelligence Analyst</b>	United States Army	01/2003 to 04/2006
<b>Personal Banker</b>	Providian Financial, Sacramento, CA	01/2000 to 01/2002
<b>Desk Clerk / Night Audit</b>	Residence Inn Marriott, Sacramento, CA	02/1999 to 01/2000

### **LEADERSHIP PERFORMANCE:**

- Recipient of U.S. Army Medal of Commendation for exemplary leadership in coordinating a successful mission from start to finish.
- Recognized as subject matter expert on all components of the Common Ground Station (CGS), providing actionable intelligence that played key role in the success of the mission.
- Charged with supervising the activities of staff of 3 in absence of senior level officer.
- Assisted with small arms training in numerous classroom sessions and on pre-deployment ranges.

### **ANALYSIS AND REPORTING:**

- Gathered and analyzed intelligence information from multiple sources at the ground level to provide Army personnel in the battlefield with critical information about enemy forces and potential threats.
- Provided daily intelligence briefings to company commander in front of groups of 10 to 20 personnel.

### **CLIENT RELATIONSHIP MANAGEMENT:**

- As a personal banker with Providian, provided a high level of ongoing consultative support in analyzing client's financial information in order to help them reach their financial objectives.
- Built and managed client base through ongoing communications and proactive account servicing. Continued to build base of new clients through personal prospecting activities and client referrals.

### **MULTI-TASKING:**

- Continually demonstrated the willingness and ability to manage any assigned task, frequently working outside of Military Occupational Specialty with a high degree of effectiveness.
- Established reputation as the "go to" person in platoon for any matter of responsibility within the Vanguard Joint Readiness Training Center. Played crucial role in the success of company's training and preparation for deployment to Iraq.

## ADDITIONAL INFORMATION

U.S. ARMY SCHOOL, Fort Huachuca, AZ – **Honor Graduate with Letter of Commendation**, June 2003

Recipient of numerous medals for meritorious service.

U.S. Army Physical Fitness Award

Honorable Discharge