

# MADELYNE RODRIGUEZ

## Academic CV

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📍 Virginia

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## EXPERIENCE

### Captain Career Course First Sergeant

#### U.S. Army

📅 01/2024 - 01/2024 📍 Virginia

- Served as principal advisor to the Battalion commander on training, property management, logistics, supply and services, budget, and unit supply reporting
- Responsible for the health, welfare, and training of 52 instructors and over 300 students
- Responsible for the professional development, personal and family support of all assigned Soldiers

### Quartermaster Branch Chief

#### U.S. Army

📅 01/2022 - Present 📍 Virginia

- Responsible for developing a captivating curriculum of five courses to train new and career Army sustainment personnel on Army sustainment standards and procedures in manual and automated environments
- Created curricula, instructions, documents, and written and automated tests for the Army's Enterprise Resource Planning (ERP) SAP-based solution
- Conducted organization-wide training needs assessments through surveys, focus groups, and interviews
- Updated lesson plans to leverage the appropriate training methods or activities such as simulations, conferences, and hands-on training
- Managed course schedules and student academic progress for over 2.5K students through internal communication and correspondence
- Trained Instructors on learning strategies and managing communication between trainers and trainees

### Battalion S4 Noncommissioned Officer in Charge

#### U.S. Army

📅 01/2017 - 01/2022 📍 Kansas

- Served as principal advisor to the battalion commander on training, property management, logistics, supply and services, budget, and unit supply reporting
- Responsible for all logistical support for a Field Artillery Battalion, including all classes of supply and accountability of property in excess of \$218 million
- Managed the Government Purchase Card program for five companies
- Responsible for implementation, policy, oversight, and direct liaison with the Agency/Organization Program Coordinator
- Oversaw unit supply Sergeant's management and accountability of expendable and non-expendable property; requested, received, and distributed durable and expendable supplies
- Managed an annual \$900,000.00 budget

## SUMMARY

Objective To obtain a full-time position in Human Resource Management that utilizes my communication and interpersonal skills Summary of Qualifications Completed U.S. Army Unit Supply Specialist Advanced Individual Training. Completed Basic, Advanced, Senior, Master Leaders, Structured Self Development IV, and Senior Enlisted Professional Military Education Courses. Demonstrated Senior Logistician Certification, Proficient in SAP-based automated logistics ERP systems. Supervisory Inventory Management. Supply Chain Management. Contracting Officers Representative. Sustainment and training development strategies. Senior Management Supervisory and Leadership.

## KEY ACHIEVEMENTS



#### Budget Management Excellence

Managed \$900K annual budget with zero discrepancies.



#### Training Supervision Skills

Supervised training of 2.5K students in ERP systems.



#### Property Accountability Mastery

Oversaw \$218M in property without losses.



#### Recycling Program Success

Recycled 503lbs of material, earning \$200.

## LANGUAGES

#### Spanish

Advanced



#### English

Advanced



## EXPERIENCE

### Logistics Manager duties

#### U.S. Army

📅 02/2003 - 01/2017 📍 Virginia

- Ensured critical assets were on hand or ordered and monitored all sensitive items and unit inventories; responsible for the accounting of 12 separate hand receipts consisting of 2,241 end items valued at over \$49M
- Assumed the role of the department supervisor while simultaneously carrying out Logistics Manager duties; received commendable results during the Organization Inspection Program (OIP)
- Uphold accountability for over \$49M worth of organizational structures, materials, and property; successfully organized and coordinated the turn-in of over \$120K worth of excess military and civilian equipment, supporting responsible drawdown efforts
- Supervised the daily supply transactions of the unit; accountable for maintaining six separate hand receipts consisting of 91 separate LINS valued at over \$10.5M while managing a monthly budget of \$15K
- Flawlessly conducted hand receipt merger directly followed by Change of Command inventories, resulted in zero losses to the outgoing commander
- Provided logistical support for 165 personnel
- Initiated the unit recycling program, recycling 230lbs of paper, 217lbs of cardboard, 52lbs of bottles, and 4lbs of cans earning the unit over \$200 in MWR (Morale Welfare Recreation) funds
- Accountable for the maintenance of unit housing and the status of work orders
- Held liable for the health, welfare, morale, discipline, and training of 200 subordinates
- Maintained over \$26M worth of MTOE and logistical support equipment; directly responsible for an annual Government Purchase Card budget of \$235K

## EDUCATION

### Bachelor of Human Resource Management

#### American Public University System

📅 01/2022 - 04/2025 📍 Charles Town, WV

### Associates of Arts in Logistics Supply Chain Management

#### Coastline Community College

📅 01/2019 - 12/2019 📍 Fountain Valley, CA

## SKILLS

Collaboration

Microsoft Power Point

Microsoft Word

Logistics

Data Analysis

Communication

Leadership

## CERTIFICATES

Certified Logistics Associate (CLA)