

# STEVEN ATKINSON

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## EDUCATION

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Bachelor of Science (BS) in Industrial Distribution and Logistics with a minor in Business Administration, *East Carolina University*, Greenville, NC

**GPA:** 3.93/4.0

**Anticipated Graduation:** December 2010

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## WORK HISTORY

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### **Challenge Course Facilitator**

November 2008- present

*Campus Recreation and Wellness*, East Carolina University, Greenville, NC

### **Student Leadership Assistant**

August 2008- present

*Center for Student Leadership*, East Carolina University, Greenville, NC

### **Electro-Optical Ordnance Technician**

June 2002- June 2007

### **Maintenance Management Specialist**

*United States Marine Corps, Sergeant, 2nd Battalion, 8th Marines*, Camp Lejeune, NC

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## SKILLS AND ABILITIES

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### **Organizational/Management**

- Proficient with Microsoft Office programs to include Publisher and Project
- Organized a rolling parts queue that better facilitated the maintenance process of numerous ordnance related items
- Managed a publication library of over one hundred maintenance and procedural manuals
- Supervised the daily routines of up to ten junior employees
- Coordinated daily maintenance management of a multimillion dollar account
- Was responsible for daily opening and closing of a high security armory compound

### **Leadership/Integrity**

- President of the ECU Professional Association of Industrial Distribution (PAID)
- Developed and delivered numerous leadership programs and workshops for students at ECU
- Mentor for the 2009 Student Organization Leadership Summit at ECU
- Treasurer on the Board of Directors of the Dream Factory of North Carolina (2008)
- Maintained an exceptional proficiency and conduct rating throughout military career
- Graduated from the Marine Corps Non-Commissioned Officer's leadership course
- Held specific security clearances while on active duty in the U.S. Marine Corps

### **Certifications/Awards**

- Sales and Marketing Executives (SME) Distributor Sales Level 1 Certification
- 2009-2010 ECU Elite Pirate
- 2009 CSCMP Global Conference (Chicago) Student Assistant
- Awarded the NDTA Scholarship, Fall 2009 Semester
- Awarded the Moen-IDIS Leadership Scholarship, Fall 2008 semester
- Chancellor's List – Fall 2009, Spring 2009, Fall 2008, and Spring 2008
- Awarded the USMC Good Conduct Medal for exceptional behavior over a three year period
- Awarded the Navy Achievement Medal for actions in Iraq
- Awarded a Certificate of Commendation for actions in Afghanistan