

# Zachary Spencer

Killeen, TX 76542

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Resilient, team leader with expertise in planning, coordinating, and managing personnel. Knowledgeable in a variety of military training with over 6 years of experience. Seeking to use their skills and expertise as an employee at your company in order to provide quality goods and services.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Marketing Ambassador**

DOCS Dental - Fort Hood, TX

November 2022 to Present

### **Assistant General Manager**

Rio Salado Tex Mex Restaurant - Salado, TX

August 2022 to November 2022

- Supervise and assist all employees in the restaurant.
- Oversee production on all food, beverage, and catering orders.
- Key holder for opening and closing the restaurant.
- Manage and count money for deposits and transactions.
- Provide new items and recipes to the menu.

### **Assistant General Manager**

Pok-e-Jo's Smokehouse Inc - Georgetown, TX

April 2022 to August 2022

- Supervise and assist all employees in the restaurant.
- Oversee production on all food and beverage products.
- Key holder for opening and closing the restaurant.
- Inventory all supplies for restaurant operations.
- Manage and count money for deposits and transactions.
- Lead catering for multiple personal events and parties.

### **Dental Specialist**

U.S. Army Camp Humphreys - Pyeongtaek, South Korea

January 2021 to April 2022

- Oversee and supervise all operations in a dental office or healthcare facility.
- Responsible for taking care of patients while they wait, answer any questions, and answer phone calls.
- Keeping track of history on records for a person's or organization's activities, health, and performance.
- Assisting in operations and transportation for patients to and from surgery and procedures.
- Capturing and updating oral radiographs for a provider to view and examine.

## **Armorer**

U.S. Army Fort Hood - Texas, United States

November 2016 to January 2021

- Ensured safety and assisted personnel on their weapon systems while on the firing line.
- Instructed and supervised personal on how to precisely fire, maintain, and clean weapon systems.
- Used machines and hand tools to repair, modify, design, and or build weapon systems.
- Performed inspections and inventories on ammunition and the components.

## Education

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### **Bachelor's in Marketing**

University of Maryland Global Campus - College Park, MD

March 2021 to Present

### **High School Diploma**

Waterford Union High School

2016

## Skills

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- Active Listener
- Efficient Worker
- Strong Communicator
- Problem Solver

## Military Service

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### **Branch: United States Army**

Service Country: United States

June 2016 to Present

Commendations:

- The Humanitarian Service Medal from U.S. Army Camp Humphreys - October 2021, for exceptional performance of duty while serving as a Covid-19 Management Team Leader.
- The Army Commendation Medal from U.S. Army Fort Hood - December 2020, for meritorious service while mentoring and training new personal assigned to the unit.
- The Army Good Conduct Medal from U.S. Army Fort Hood - June 2019, for exemplary behavior in an active federal military service.
- The Army Achievement Medal from U.S. Army Fort Carson - February 2019, for outstanding performance at the 1st Medical Brigade Soldier of the Year Competition.

## Certifications and Licenses

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### **TABC**

August 2022 to August 2024

**Food Handler**

August 2022 to August 2024