

BENJAMIN HANLEN, MBA

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PROFESSIONAL SUMMARY

Results-driven and analytically minded MBA holder and MSML candidate with a focus on servant leadership and a solid background in business management. Demonstrated expertise in project management, data analysis, risk mitigation, and process improvement. Possesses a secret clearance and a strong track record of delivering exceptional results in diverse professional settings. Proven ability to lead cross-functional teams, optimize operations, and drive business growth. Committed to continuous learning and leveraging a unique blend of technical skills and business acumen to make strategic decisions and achieve organizational objectives. Excellent communication, organization, and problem-solving skills complemented by a strong work ethic and a passion for driving innovation and excellence.

EDUCATION | CREDENTIALS

Master of Science, Management, and Leadership | Western Governors University | Expected Aug 2023

Master of Business Administration | Western Governors University | June 2023

Bachelor of Science, Administration and Management | Western Governors University | 2022

Associates of Science, General in Science | Barton County Community College | 2019

Human Resources Management, Micro-Credential | Western Governors University | Jul 2021

Applied Business Skills, Micro-Credential | Western Governors University | Apr 2021

Business Essentials, Micro-Credential | Western Governors University | Feb 2021

EDUCATIONAL PROJECTS

MBA Capstone Simulation

- Developed a robust and innovative business model, focusing on customer satisfaction, market research, and brand building.
- Successfully competed in the global market for 6 quarters, attaining the largest market share and outperforming competitors.
- Generated outstanding results, with the company's value soaring from an initial investment of \$5 million to \$22.5 million, delivering a remarkable 350% return on investment for stakeholders.

PROFESSIONAL EXPERIENCE

HR Manager | Freelance Via Upwork | Remote | June 2023- June 2023

- Conducted comprehensive review of 260 resumes to identify highly qualified candidates for specific job positions.
- Utilized market research to determine competitive salary ranges, ensuring fair and attractive compensation packages for potential hires.
- Prepared customized hiring questions tailored to specific job roles, assessing candidates' skills, experience, and cultural fit.
- Conducted 6 in-depth interview rounds with shortlisted candidates, evaluating their responses, interpersonal skills, and potential contributions to the organization.

Project Manager | United States Navy | Lemoore, California | April 2021 – Present

- Successfully led the rebuild and redesign of a \$1.1 million, 120-room, 3-floor bachelor housing project, ensuring adherence to quality standards and timely completion.
- Coordinated cross-functional teams and stakeholders to foster collaboration and execute the project

effectively.

- Implemented process improvements resulting in a 15% increase in construction efficiency and a 10% cost reduction.
- Conducted regular inspections to ensure compliance with safety regulations, maintaining a zero-incident record.
- Prepared detailed reports and conducted data analysis to evaluate project performance and identify optimization opportunities.

Administrative Assistant | United States Navy | Lemoore, California | April 2021 - Present

- Provided comprehensive administrative support, managing correspondence, scheduling meetings, and maintaining documentation.
- Assisted with budget management and financial analysis, resulting in a 10% reduction in departmental expenditures.
- Conducted research and prepared detailed reports, contributing to data-driven decision-making processes.
- Implemented organizational systems, streamlining document management and reducing retrieval time by 20%.
- Collaborated with team members to identify process improvements, resulting in a 15% increase in overall productivity.

Housing Manager | United States Navy | Lemoore, California | April 2021 – Present

- Managed housing operations for military personnel, overseeing maintenance, inspections, and resident services.
- Collaborated with contractors and vendors to coordinate repairs and renovations.
- Implemented a data-driven system to optimize housing occupancy, resulting in an 87% increase in efficiency and resource allocation.
- Oversaw the management of resident inquiries, complaints, and conflict resolution.
- Prepared and presented reports on housing operations, including occupancy rates and maintenance activities.
- Implemented cost-saving initiatives, resulting in over \$250,000 of annual savings.

Aviation Electrician Supervisor | United States Navy | Lemoore California VFA-122 | Feb 2021 - Present

- Supervised and trained a team of 26 division personnel, ensuring efficient operations and high-quality performance.
- Managed administrative tasks and maintained accurate records to support workflow and compliance.
- Coordinated division-wide events and activities, fostering a cohesive team environment.
- Developed and implemented effective communication strategies, enhancing teamwork and efficiency.
- Collaborated with leadership to develop and execute divisional goals and objectives.
- Implemented a cost-saving initiative resulting in a 23% reduction in operational expenses.

Aviation Electrician Supervisor | United States Navy | Fallon Nevada (TOP GUN) | Feb 2019 – Feb 2021

- Maintained 10 aircraft electrical and electronic emergency systems, ensuring a 98% readiness rate.
- Optimized aircraft maintenance efficiency through timely upkeep of wiring harness system components.
- Managed a team of six, ensuring effective maintenance of aircraft electrical and electronic emergency systems.
- Implemented innovative quality control measures, resulting in cost savings of \$1.2 million and improved efficiency.
- Conducted data analysis to identify trends and areas for improvement in aircraft maintenance.

TECHNICAL COMPETENCIES/ SKILLS

Software: Microsoft Office Suite 365

Operating Systems: Mac / Microsoft Windows

- Strategic Planning
- Financial Analysis
- Stakeholder Management

- Human Resources
- Contract Negotiation
- Cross-functional

- Collaboration
- Training and Development
- Budgeting and Cost

- Control
- Performance Optimization
- Market Research