

JOE MINISTER

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PROFILE

Determined and hard working individual who competently multi-tasks to achieve deadlines on a tight schedule. A proactive goal-setter striving for success in all things. A hands on learner with excellent analytical and critical thinking skills. A visionary that is able to picture the end result and work to achieve the desired final product.

EDUCATION

Union University

Jackson, TN

- B.A. in Christian Ethics, Political Science minor, Expected Graduation May 2017
- GPA 3.2

PROFESSIONAL EXPERIENCE

Intern, 2015—Present **Office of Senator Lamar Alexander** Jackson, TN

- Answer incoming calls and meet needs and concerns of constituents
- Receive, sort, respond to, and forward mail to Washington office
- Assist constituents in filing Social Security Disability claims, and passport applications
- Work in collaboration with the Field Representative for West Tennessee

Sales Associate, 2014—Present **Outdoors, Inc.** Jackson, TN

- Provide excellent customer service
- Responsible for receiving and shipping merchandise valued up to \$10,000 weekly
- Prepare bank deposits up to \$30,000

MILITARY EXPERIENCE

Chaplain Assistant, 2009—Present **United States Army Reserve** Jackson, TN

- Deployed to Southwest Asia in Support of Operation Iraqi Freedom Dec. 2012—Nov. 2013
- Rank E-5, Sergeant
- Certified Combat Lifesaver

LEADERSHIP AND AWARDS

- President, Friends of Ethics Service Organization, Union University
- Academic Honor Graduate in Advanced Individual Training, United States Army
- Army Commendation Medal Recipient for service in Operation Iraqi Freedom

RESEARCH AND PRESENTATIONS

- Presenter, Undergraduate Research Symposium, May 2015
- Compiled research for February 2015 *Christianity Today* magazine cover story and for a forthcoming book

TECHNOLOGY SKILLS

- Experienced in both Windows and Macintosh operating systems
- Skilled in Microsoft Office suite
- Proficient in Database design and management concept