

Valene Turner

619-565-5243

valene.turner@gmail.com

Atlanta, GA

A detail oriented individual who thrives in both collaborative and individual projects. Currently seeking to obtain employment as an acquisition specialist or project manager.

EXPERIENCE

PROJECT MANAGER, HOME DEPOT (SEPT 2021 - JAN 2023)

Initiated and managed contractual obligations with various governmental and civilian vendors. Utilized supplier sourcing skills to ensure effective and competent vendors and contractors were selected for projects with million dollar budgets. Negotiated price and costs for a multitude of diverse projects. Assisted data analysts with budget reporting and departmental direct reports.

PROJECT MANAGER, DHL (MAR 2019 - SEPT 2021) ATLANTA, GA

Managed multiple logistics-related projects in a cross-functional environment. Ensured team deliverables for various innovative logistics projects were delivered on time, within scope, and within budget. Made budget recommendations to department heads saving over \$200,000 quarterly. Identified and documented critical tasks to mitigate risks. Conducted weekly status meetings with project teams to keep projects on time and to the satisfaction of stakeholders. Utilized data analytics to create the most efficient path to project success.

CLAIMS SPECIALIST, STATE FARM (APR 2016 - MAR 2019)

Managed and processed numerous complex auto accident claims from start to finish. Ensured accuracy on billing statements ensuring customer satisfaction. Confirmed auto repair estimates aligned with the needs of the customer and the company. Filed and labeled a multitude of documents and correspondence. Encouraged policy upgrades to customers resulting in thousands of increased revenue.

COBB 911, COBB COUNTY DEPT. OF PUBLIC SAFETY (JUN 2011 - FEB 2016) MARIETTA, GA

As a member of department's Tactical Dispatch team, responded to over 15 high stress and multi-jurisdictional emergencies. Accurately dispatched and monitored several first responding units simultaneously. Answered critical and time-sensitive calls for emergency service from the general public. Managed, indoctrinated and trained over 17 newly hired dispatchers.

QUARTERMASTER/CORRECTIONS OFFICER, US NAVY (AUG 2002 - FEB 2011) SAN DIEGO, CA

Safely navigated through over 30 International ports and harbors. Served as most senior officer in charge of 12 sailors. Maintained and updated entire shipboard chart catalog (over 10,000 nautical charts and publications). Monitored facility-wide CCT surveillance systems. Manned the security lock door switchboard resulting in 0 inmate breach incidents. Often supervised and controlled the movements of up to 20 inmates simultaneously. Updated faculty SOP's after new security system installations or construction alterations.

EDUCATION

American Intercontinental University 2015 - B.S. Criminal Justice

SKILLS

Proficient in Microsoft Office Suite, Google Suite, PC and Mac, Tableau, various PM software and applications. Agile and 6 Sigma methods. SEO practices. Excellent in verbal and written communication, spelling, typing, and grammar.

CERTIFICATIONS & LICENSES

Emory University Project Management Certificate, CAPM (in progress), FL NON RES Claims Adjuster, NIMS ICS 100, 200, 300, 400, Hazmat