

Donovan L. Carmichael

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SKILLS

Customer Service
Customer Relations
HTML, CSS, PHP, JS
Interpersonal Communication
Marketing
Market Research
Version Control
Project Management

SOFTWARE

Adobe Photoshop
Adobe InDesign
Adobe Illustrator
Atom / Dreamweaver
G-Suite
MACOS
Microsoft Office
MySQL

PROFESSIONAL HISTORY

Postmates Courier

June 2016 – Present
San Francisco, CA

- Manage and organize products and invoices for vendors, customers, and staff
- Oversee deliveries for accuracy. Inspect and ensure safe handling until the delivery is completed.
- Dedicated to timeliness with clean driving record; resourceful problem solver with organized record keeping and client relation skills.

U.S. Marine Corps 6153 – Airframe Mechanic

December 2010 – August 2015
MCAS New River, NC

- Develop a personal relationship with each junior marine, alert to their attitudes, achievements, and challenges.
- Ensured flight readiness of several multi-million dollar helicopters while maintaining structural and hydraulic upkeep.
- Inspection of work equipment and hazardous materials while managing to delegate the flight readiness for 300 flight hours, 31 mission completions, and 2 mission failures in a combat zone.

U.S. Marine Corps Expediter

April 2012 – August 2015
MCAS New River, NC

- Conducted in the direction of five mislead surveyed programs back within military standards.
- Communicated with maintenance QA to gather information to manage flight time, and ground support equipment.
- Ensured that every maintenance department received equipment, aircraft components, as well as other necessities to complete multiple tasks resulting in a 15% decrease of aircraft standby time.
- Implemented audits and revised a wide number of programs regarding safety, education of hazardous material handling.

AWARDS

Afghanistan Service Medal (USMC)

August 2013

- Awarded to active duty members who have performed their duties within the borders of Afghanistan during a period of thirty consecutive days.

Certificate of Commendations (USMC)

June 2013

- Outstanding achievements in the performance of the duties in support of Operation Enduring Freedom 13.1, for the maintenance departments and ground support equipment.

EDUCATION

The Art Institute of Atlanta

Bachelor of Science - Graphic & Web

June 2019
Atlanta, GA

The Art Institute of California - San Francisco

Bachelor of Science - Graphic & Web

December 2018
San Francisco, CA