

# DARRYL C. FORBES

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I have thirteen years of work experience in varying industries and in differing capacities, from leading Marines to sales, customer service, and construction. Throughout my work history I have been fortunate enough to learn a multitude of skills, both tangible and intangible, but none are more valuable to me than the ability to work successfully and efficiently in a team and the ability to lead. I have had the opportunity to work under several incredible mentors, from whom I have grown tremendously. In addition to the skills listed below, my strong-suits include identifying deficiencies in existing programs and processes and implementing efficiency-promoting measures to maximize resource allocation and utilization. Please visit [darrylforbes.com](http://darrylforbes.com) for a more in-depth candidate profile and complete, chronological work history.

## General Skills

- Adaptability & Problem Solving
- Self-Motivation & Detail Orientation
- Interpersonal Relationships
- Dependability & Integrity
- Personnel & Task Management

## Technical Skills

- Microsoft Office Suite
- Graphic Design
- AutoCAD, 3D Modeling
- Basic HTML/CSS/C++
- Metal and Wood Fabrication

## Education

**Pennsylvania State University**  
*Bachelor of Arts, Cum Laude*  
International Politics (Security Focus),  
Minor in Homeland Security

## Applicable Experience

### UNITED STATES MARINE CORPS

JANUARY 2012 - JANUARY 2016

*SERGEANT (60+ Hrs./Wk.)*

- Served as artillery battalion (~600 Marines) Assistant Operations Chief responsible for approximately **\$15.3 million** in equipment.
- Led and retained responsibility for the training, discipline, and readiness of 5-40 Marines, varying between billets throughout career.
- Created and implemented a digital ammunition tracking system that enhanced logistical accuracy, thereby increasing unit response time to fire missions by removing periodical administrative steps inherent in operations.

**AWARDS** - Meritorious Sergeant Promotion, Meritorious Corporal Promotion, Navy and Marine Corps Achievement Medal, Certificate of Commendation, Meritorious Mast, Letters of Appreciation, Good Conduct Medal.

### ASCENT FINE CABINETRY

FEBRUARY 2019 - AUGUST 2020

*SHOP MANAGER / CABINETMAKER (40-50 Hrs./Wk.)*

- Created and implemented a project management and inventory tracking system that enhanced team communication across the project portfolio and increased overall customer satisfaction while simultaneously decreasing overhead costs by reducing site visits and shortening project timelines. In addition, the system provided for more accurate raw material tracking which allowed for more accurate accounting and overall revenue insight.
- Organized, prioritized, and managed production in order to meet timelines and ensured product quality in order to meet customer expectations.
- Interfaced with outside vendors during production and provided positive customer experiences during the installation phase of projects.

### CARMAX

JANUARY 2017 - FEBRUARY 2019

*AUTOMOTIVE SALES & APPRAISAL (40 Hrs./Wk.)*

- Designed and implemented a liaison reporting system between the Sales and Buyer's departments that communicated daily inventory price changes to provide sales associates with points to drive sales.
- Built relationships with customers by actively listening and communicating in order to find vehicles that met individual needs, thus creating experiences that promoted repeat business.
- Accurately assessed condition of vehicles and gave recommendations to purchasing manager to effectively acquire inventory in a manner consistent with business objectives based on market conditions.