

CHRISTOPHER RODRIGUEZ

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PROFILE

- I am a United States Navy veteran with strong leadership and management skills.
- After serving 11 honorable years as an Active Duty Sailor, I look forward to transitioning back into the civilian workforce.

MILITARY SERVICE

- **United States Navy Reserve**
June 2023 - Present
- **United States Navy**
July 2012 - May 2023

EDUCATION & TRAINING

- **Ivy Tech Community College**
Certificate in Carpentry Specialist
May 2025
Technical Certificate in Building Construction Management
December 2025
- **OSHA 10**
Certification 14-006556617
March 2024
- **Recruit Training Command**
US Navy Basic Training
September 2012

SPECIAL SKILLS

- Blueprint Reading
- Building Materials
- Carpentry Skills
- Construction Safety
- Electrical Knowledge
- Mathematical Reasoning
- Navigational Skills
- Painting Skills
- Power Tools Expert
- Product Assembly

AWARDS & HONORS

- 5 US Navy and Marine Corps Achievement Medals
- 11 Unit Citations.

WORK EXPERIENCE

Defense Finance Accounting Service | October 2024 – August 2025

Contact Representative

8899 E 56th St, Indianapolis, IN 46249

- Provided detailed information to customers on all facets of myPay and Travel Pay, (the payroll systems for the United States Federal Government).
- Gave detailed explanations to customers regarding the research, decisions, options, or timeframes required to resolve an inquiry.
- Researched relevant regulations, policies, and procedures to answer inquiries.
- Analyzed customer accounts to identify computation problems, erroneous data, incorrectly processed transactions, duplicate charges, and missing documents.
- Developed applicable solutions to problems and ensured corrective actions were made in a timely manner.

United States Navy | July 2012 – Present

Yeoman First Class

Naval Submarine Bases (Various Commands), Naval Reserve Center (Indianapolis)

- Served as an office manager and performed various administrative and clerical duties to uphold and support the mission of the United States Navy.
- Supervised and trained 25 junior Sailors.
- Acted as a command payroll and personnel administrator to ensure Sailors received accurate earnings and corrected retroactive entitlement issues.
- Maintained accurate records and official publications for legal proceedings.
- Received, sorted, and distributed incoming mail for command personnel.
- Completed 4 submarine deployments during my military career.