

**RALPH J. CAMPBELL, II**  
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## Skill Summary

Applicant is a highly skilled and motivated individual looking to become part of a team. In a professional atmosphere, I can offer any potential employer dedication to learning, efficiency with a number of tasks including but not limited to multi-tasking efforts, and the comfort of knowing that I will give my best at all times. I look forward to both a challenging and productive atmosphere as well as the opportunity for growth with a potential employer. Thank you in advance for your time and careful consideration.

## EXPERIENCE

### **APRIL 2018 – NOVEMBER 2018**

#### **TRUSTEE, TDCJ**

Lawn Care/Landscape Specialist: In charge of lawn maintenance and general upkeep, which include cutting grass, trimming trees and clearing forage for unit development.

### **FEBRUARY 2017 – APRIL 2018**

#### **LAW LIBRARY CLERK, TDCJ**

Filing legal documents, research and assist with individual cases as it pertains but not limited to state and federal law. Access cases and print so that they can be reviewed by clients for application.

### **SEPTEMBER 2009- MARCH 2010**

#### **DELI SPECIALIST, EATZI'S (DALLAS, TX)**

Created gourmet sandwiches and fresh salads for patrons while also providing a great dining experience. Displayed excellent customer service by receiving and preparing orders in an efficient manner. As part of a team, I shared the responsibility of preparing vegetables, side items, and spreads for daily production.

### **AUGUST 2010-NOVEMBER 2010**

#### **BUFFET COOK/ASST. LINE COOK (TEMP), MARRIOT SOLANA (SOUTHLAKE, TX)**

Filing legal documents, research and assist with individual cases as it pertains but not limited to state and federal law. Access cases and print so that they can be reviewed by clients for application.

### **JUNE 2001 – APRIL 2005**

#### **ADMINISTRATIVE SPECIALIST, UNITED STATES ARMY**

Preparing memorandums, and drafting certificates, awards, and relocation orders to individuals. Supervised and trained subordinates in an array of tasks and objectives.

### **June 2003 – March 2005**

#### **Supply Specialist**

The unit **supply specialist** is primarily responsible for supervising or performing tasks involving the general upkeep and maintenance of all **Army supplies** and equipment.

- Receive, inspect, inventory, load/unload, store, issue and deliver supplies and equipment
- Maintain automated supply system for accounting of organizational and installation supplies and equipment
- Issue and receive small arms. Secure and control weapons and ammunition in security areas
- Schedule and perform preventive and organizational maintenance on weapons
- Operate unit level computers

### **JANUARY 2001-MAY 2001**

#### **HIGH SCHOOL EQUIVELANT DIPLOMA, YOUTH CHALLENGE ACADEMY**

Acquired and maintained a 3.0 GPA all throughout term. Earned the coveted State Service Scholarship.

### **FEBRUARY 2009 -APRIL 2010**

#### **ASSOCIATES IN APPLIED SCIENCES, LE CORDON BLEU-DALLAS**

Acquired and maintained a 3.0 GPA all throughout term. Earned Associates Degree.

### **HIGH LIGHTS**

- Diligent worker
- Magnetic Personality
- Familiar with OSHA regulations. Osha card (military issued Osha card)
- Team Player
- Fast learner