**Keith Jobe**

North Carolina, USA

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Professional Summary

Resourceful and well-rounded Arabic linguist with strong analytical abilities who can work in a variety of fast-paced environments with ease.

Areas of Expertise

|  |  |
| --- | --- |
| * Arabic (MSA)
 | * Physical security
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| * Resourceful
 | * Supply chain
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| * Strong problem solver
 | * Self-directed
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Work Experience

**Cryptologic Language Analyst**

North Carolina National Guard - August 2011 to Present

* Arabic (MSA) Linguist
* Analyzing foreign communications
* Working with little supervision and making spot decisions in a timely matter
* Providing transcriptions and translation expertise to analysts
* Identifying trends and adjusting accordingly to produce quality results
* Writing detailed reports to be used by upper-level leadership

**Bartender**

Pack's Tavern - Asheville, NC - March 2011 to December 2011

* Serving food and drink in an expedient manner
* Managing financial transaction for goods
* Answering questions knowledgeably and courteously
* Entertaining several guests at once

**Security Manager**

Nick's Uptown - Chicago, IL - February 2007 to September 2010

* Hiring and scheduling of new employees
* Training of employees in the following:
* Environmental/situational awareness
* Checking for proper identification
* Workplace safety
* Writing valid statements
* Diffusing of violent situations
* Operating CCTV system
* Counseling employees
* Counting money and entering totals into ledger
* Implementing new policies
* Key-holder

**Office Clerk/Customer Service**

United States Census Bureau - Chicago, IL - February 2010 to July 2010

* Providing language support to customers
* Performing quality assurance on incoming Census data
* Inputting payroll data into databases
* Working alone with little or no supervision
* Answering questions about the Census
* Aiding customers with filling out Census form correctly

# Security

The Cubby Bear - Chicago, IL - March 2007 to August 2007

* Maintaining a high level of vigilance
* Ending any guest to guest altercations
* Greeting everyone courteously
* Checking for proper identification from each guest

**Bartender**

Joe's BeBop Cafe - Chicago, IL - March 2005 to January 2007

* Creating a positive experience for visitors to Navy Pier
* Serving food and drinks in a busy tourist location
* Operating point of sale computer system

**Barback**

Fat Cat's Billiards - Mount Dora, FL - August 2001 to March 2005

* Being proactive to the needs of bar staff
* Cleaning entire bar after closing
* Inventorying entire stock
* Maintaining a running inventory log of all stock
* Key-holder

**Supply Administrator/Primary Marksmanship Instructor**

United States Marine Corps - August 1997 to August 2001

* Carrying out investigations on missing equipment
* Locating and ordering equipment according to budgetary constraints
* Keeping accurate inventory of equipment
* Recording all shipments received
* Accurately entering data for ordering new equipment
* Acting as armed escort for weapons and personnel
* Ensuring safety on rifle and pistol ranges

Education

**Arabic Basic Course**

Defense Language Institute/Foreign Language Center - July 2014

* ILR levels of proficiency:
	+ 3 Listening
	+ 2+ Reading
	+ 1+ Speaking