

Blake Bullen

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EDUCATION

Oklahoma City Community College
Associate of Applied Science
Major: Diversified Studies

Oklahoma City, OK
May 2020

Oklahoma City Community College
Associate of Arts
Major: Digital Cinema Production

Oklahoma City, OK
May 2021

OBJECTIVE STATEMENT

Dedicated and motivated former active duty U.S. Navy veteran looking to use the valuable leadership and hard work ethic skills I earned to further my professional career and to gain valuable experience in a professional work environment.

PROFESSIONAL EXPERIENCE

Rental Assistant/Assistant Inventory Manager

December 2020 — Present

NGP Film

Oklahoma City, OK

- Responsible for testing, maintaining, and inventory of film equipment in warehouse.
- Assist customers with loading and unloading of film equipment from vehicles.
- Troubleshoot, fix, and repair any broken equipment to get it back into rentable condition.

Student Success Advising Assistant

July 2019 — December 2020

Oklahoma City Community College

Oklahoma City, OK

- Assisted students with checking in, either for an appointment, or as a walk-in for Student Success Advising.
- Answered the phones and email to answer students' questions and to help set up appointments for students.
- Provided general support and information assistance to students with broad school-related questions.

Retails Sales/Bookseller

August 2018 — July 2019

Barnes & Noble

Oklahoma City, OK

- Provided outstanding customer service by delivering the best quality recommendations and help.
- Greeted and established rapport with customers, engaging them in conversation about all of the products and services.
- Assisted customers with a speedy and efficient check out and returns of items.

Invoice Verifier

September 2017 — August 2018

Love's Travel Stops/Loves Solutions (corporate)

Oklahoma City, OK

- Reviewed Bills of Lading and invoicing for accuracy and validity.
- Contacted customers to verify the validity of Bills of Lading and rate confirmations.
- Created invoices and organized paperwork for invoicing and purchasing.

Retails Sales/Bookseller

August 2017 — January 2018

Barnes & Noble

Oklahoma City, OK

- Provided outstanding customer service by delivering the best quality recommendations and help.
- Greeted and established rapport with customers, engaging them in conversation about all of the products and services.
- Assisted customers with a speedy and efficient check out and returns of items.

Retail Sales Member

February 2015—August 2017

Wilshire Gun

Oklahoma City, OK

- Operates sales area as floor leader, assisting other sales members on retail operations and store changes.
- Frequently engaging customers seeking information on home defense options, conceal carry weapons, and rifle upgrading questions.
- Always attending new training from in house instructors to give that knowledge back to the customers and to help with their needs.

Security Patrolman

March 2011—March 2015

U.S. Navy, USS Enterprise

Norfolk, VA

- Served as Securities Field Training Officer (FTO); training and leading new patrolmen in the ways of watch standing, weapons training, and anti-terrorism determent.
- Spot promoted (CAPPED) by ships Commanding Officer to the rank of Petty Officer 3rd class due to my excellent leadership, motivation to succeed and my never-ending drive to make the ship better.

School Achievements/Campus Involvement

Awards

- 4.0 GPA semester, Presidents Honor Roll
- 3.7 GPA semester, Vice Presidents Honor Roll

Fall 2019

Spring 2020

