Jordan Ellis

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Professional Summary

Operations and team leader with Army squad leadership experience and civilian coordination roles in inventory and volunteer scheduling. Background includes applying safety and security procedures, directing personnel and equipment resources, monitoring performance for corrective action, and instructing others on required tasks. Communicates clearly, coordinates effectively with others, and uses active listening and reading comprehension to follow written guidance and align on priorities. Demonstrates broad administrative and management knowledge across roles.

Core Competencies

- Team Leadership & Personnel Management
- Public Safety & Security
- Cross-Functional Coordination
- Performance Monitoring
- Reading Comprehension
- Training & Instruction
- Supply Chain & Logistics Management
- Active Listening
- Verbal Communication

Core Responsibilities

- Making Decisions and Solving Problems
- Communicating with Supervisors, Peers, or Subordinates
- Getting Information
- Identifying Objects, Actions, and Events
- Documenting/Recording Information
- Monitoring Processes, Materials, or Surroundings
- Organizing, Planning, and Prioritizing Work
- Evaluating Information to Determine Compliance with Standards

Tools & Systems

Electronic mail software · Office suite software · Spreadsheet software · Data base user interface and query software · Presentation software · Word processing software · Enterprise resource planning ERP software · Internet browser software

Military Experience

Infantryman (Army - Enlisted)

Duty Position: Squad Leader

E-6 (SSG) Staff Sergeant, Army — Fort Stewart, GA | Jan 2020 – Jan 2024

- Led and supervised a small team in day-to-day operations, maintaining personnel accountability and ensuring team members were prepared and supported to perform assigned tasks
- Enforced safety and security procedures for team activities, applying risk awareness and established policies to protect people and equipment during operations and training
- Directed and coordinated team actions in dynamic environments, adjusting plans and movements based on changing conditions and guidance from supervisors
- Managed and safeguarded assigned equipment and supplies, ensuring appropriate use, serviceability checks, and maintenance inspections were completed; prepared basic logistics/status updates as required
- Trained and coached team members on required individual and team tasks, monitoring performance and providing corrective guidance to improve readiness and execution

Unit Supply Specialist (Army - Enlisted)

E-5 (SGT) Sergeant, Army — Fort Stewart, GA | Jan 2017 – Dec 2019

- Listened closely to supervisors and team members to understand supply-related needs, clarify requests, and confirm priorities before taking action
- Read and interpreted written work documents (e.g., policies, instructions, and request paperwork) to ensure accurate handling of supply requirements
- Asked detailed questions and gathered complete information from requestors to reduce misunderstandings and avoid incomplete or incorrect requests
- Communicated back key details to stakeholders to confirm shared understanding of requests, timelines, and any needed follow-up information

Professional Experience

Inventory Coordinator

QA Example Supply, Savannah, GA | Jan 2020 – Feb 2024

Tracked training supplies and coordinated weekly inventory counts for a five-person team.

Volunteer Experience

Volunteer Coordinator

QA Community Pantry, Savannah, GA | Jan 2020 – Jan 2024

Organized monthly food distribution and scheduled volunteer shifts.

Additional Qualifications

Military Qualifications: Parachutist Badge (Airborne Wings)

Military Honors: Army Commendation Medal