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# STEPHEN J. MCMANUS

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## PROFESSIONAL SUMMARY:

Seeking an opportunity where I'm able to apply the management skills that I've gained throughout the progression of my career in an environment that leverages my Management Information Systems knowledge and views motivation and rapport as vital processes. I am a motivated and experienced professional with excellent analytical skills, ability to build relationships, and proven leadership. Results-oriented with a demonstrated twelve-year track record of progressive success in personnel and operations management, project planning, and known for superior customer satisfaction. Proven expertise in driving and inspiring others to achieve their best while demonstrating sound work ethics, flexibility, time management and creativity.

## CORE COMPETENCIES

- Organizational Leadership
  - Relationship
  - Change Agent
  - Creative Thinking
  - Technology Integration
  - Self Motivation
  - Results Driven
  - Team Building
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## EDUCATION/CREDENTIALS:

### HIGHER EDUCATION:

**THE CITADEL, The Military College of South Carolina, 3.9 Cumulative GPA** **2016**

*Major:* Bachelor of Science in Business Administration, Honors Program

*Focus:* Professional Sales

*Minor:* Management Information Systems

*Clubs:* Pi Sigma Epsilon Marketing Director, Mentorship Program (Sheriff Al Cannon), Toastmasters

*Awards:* Phi Kappa Phi, Beta Sigma Gamma, Dean's list (x6), President's List (x6), MECEP (Marine Enlisted Commissioning Education Program) Honor Graduate

**OFFICER CANDIDATE SCHOOL, United States Marine Corps** **2012**

- Top 10% Graduate
- Gung Ho Award (motivation and inspiration in leadership)
- Superior Physical Fitness Award (300 PFT)

### CERTIFICATES:

Project Management Professional (PMP®) **2016**

Lean Six Sigma (Green Belt), The Citadel **2015**

Defense Threat Reduction Agency Course (DTRA) **2009**

Level II Antiterrorism Officer Course **2009**

### SECURITY CLEARANCE

Active Secret Clearance, Department of Defense **2009-2019**

## EXPERIENCE:

**PERSONNEL MANAGER/ADMINISTRATIVE SPECIALIST - U.S. Marine Corps** **2004-2016**

- Served 12 years as an enlisted Marine achieving the rank of Gunnery Sergeant (E-7) and highly favorable results and evaluations from superiors.
- Planned and directed the most accurate inspection in the history of a Beaufort, SC airwing squadron, scoring a 99.7%, along with many highly successful inspections across several units in different geographical regions along the east coast.
- Audited personnel and financial records for thousands of Marines maintaining a 99.9% accuracy rate.

**Experiences Continued: U.S. Marine Corps**

- Managed the operations for the Personnel Administration Center and Personnel Administrative Offices for units in North and South Carolina to include Naval Weapons Station Charleston, servicing over 1,200+ Marines, Sailors, and Government Civilians.
- Produced Annual Training Plans (ATP) that required the accurate mapping of assets, personnel, schedules, testing locations and other resources required to achieve a successful schedule.
- Built, implemented, and managed a system for operations and personnel managers to track and monitor all legal, finance, travel, and other customer service-related functions more effectively and efficiently.
- Served as the Public Affairs Officer, Anti-Terrorism Officer, General's staff, and was promoted meritoriously to the rank of Sergeant in the Marine Corps' most competitive unit (MARSOC).
- Authored, reviewed, and edited Standard Operating Procedures (SOP) for my position as Anti-Terrorism Officer, Public Affairs Officer, Finance, Legal, Personnel, and various administrative billets.

**ASSISTANT PROJECT MANAGER - McManus Design Group Inc., Madison, NJ 2000-2004**

- Hired and supervised sub-contractors, scheduled jobs, and managed stakeholder engagement ensuring the highest satisfaction at project completion.
- Developed a customer tracking database streamlining the administration and back office section.
- Designed the company logo, clothing, and all marketing material.

**ASSISTANT MANAGER - Sorrento Bakery & Deli, East Hanover, NJ 1997-2001**

- Created the employee schedule and kept accountability of employees and shift coverage.
- Managed the opening and closing operations for the entire store on a daily basis.

**RELATED CAREER INFORMATION:**

<b>Project Management Professional (PMP®) Training</b> <i>(PM One)</i>	<b>2016</b>
<b>Academic Honor Graduate</b> <i>(The Navy League Charleston Chapter)</i>	<b>2015</b>
• <i>Awarded for top academic performance at The Citadel</i>	
<b>Navy and Marine Corps Achievement Medal (4)</b> <i>(Performance awards)</i>	<b>2006-2012</b>
<b>Navy and Marine Corps Commendation Medal</b> <i>(Performance award)</i>	<b>2012</b>
• <i>Impact awards for record breaking inspections and superior performance</i>	
<b>Mentorship Program Mentor</b> <i>(Charleston County School District)</i>	<b>2010-PRES</b>
<b>Marine of the Year</b> <i>(The Navy League Charleston Chapter)</i>	<b>2009</b>
• <i>Awarded top Marine in the Lowcountry</i>	

**COMPUTER SKILLS:**

**PROGRAMS:**

Microsoft Office	Microsoft Project	POM-QM	VIPorbit	Photoshop
Microsoft Visual Studio	Microsoft SQL	Act!	Salesforce.com	Dreamweaver

**APPLICATIONS:** (Military Specific)

Unit Diary Manpower Integrated Personnel System	Joint Personnel Adjudication System (JPAS)
Aircraft and Personnel Automated Clearance System	Marine Corps Total Force System (MCTFS)
Defense Travel Management Office Database (DTMO)	Operational Data Store Enterprise (ODSE)
Marine Reserve Order Writing Systems (MROWS)	Electronic Document Access (EDA)
Administrative Separation Database (ADSEP)	Defense Travel System (DTS)

**RELEVANT COLLEGE COURSEWORK:**

***Introduction to Programming and Databases (CSCI 216)***

- Topics include data organization and collection, file organization, sort and search techniques, database construction, and manipulating data created in Microsoft Access using Visual Basic.

***Computer Applications in Business (BADM 217)***

- The application of computer software to assist in analyzing common business decisions, with an emphasis on advanced techniques in spreadsheet and database development and design. Includes a major business project utilizing presentation software and the Internet.

***Web Resources and Design (CSCI 217)***

- provides an introduction to web page design and the Internet. Topics include finding and evaluating resources, legal issues, web design, HTML, CSS, and dynamic HTML web pages.

***Database Design (CSCI 320)***

- An introduction to the logical and physical structures of computer database systems. Topics include data models, query languages, relational database design, and database constraints. Required to complete a project involving database design and implementation.

***Management Information Systems (BADM 417)***

- This course addresses the theory and practice of effective database systems design for businesses. Topics include client/server models and object-oriented databases, as well as the data warehouse's role in supporting business decision-making.

***Project Management (BADM 329)***

- The course includes coverage of management in a wide range of project applications from concept through operations. Planning, scheduling, controlling, economic analysis, quality, and customer satisfaction are stressed. The topics in this course cover essential concepts from the Project Management Institute's A Guide to the Project Management Body of Knowledge (PMBOK).

***Quality Management (BADM 323)***

- The course focuses on management, leadership, organization, and tools needed to build and continuously improve quality and customer value throughout the supply chain. Included is a review of the prime movers in the quality revolution, a survey of current developments in the field, and practice in use of typical Quality Management techniques, tools, and processes including Lean, Six Sigma, SPC, ISO 9000, business process improvement, QFD, and others.