Jared Lee

Salt Lake City, UT 84117

jaredwlee@protonmail.com

(801) 318-7755

Skills

* Over five years' experience managing, leading, training, and building teams.
* Fluent in Spanish and proficient in French.
* Possess excellent verbal, written, and interpersonal communication skills.
* Proficient in using Microsoft Office, solid computer skills.
* Self-motivated, detail-oriented, strategic thinker.

Professional Experience

**Census Field Manager (CFM)**

Department of Commerce (DOC) - Census Bureau: Salt Lake City, UT

April 2020 – November 2020

* Oversaw field data collection. Was responsible for accomplishing production and quality goals in field operations. Managed the collection of over 52,000 cases. Took corrective action to ensure work was completed ahead of specified deadlines.
* Was responsible for the direct supervision of 10-15 Census Field Supervisors (CFS) and 3-5 office support clerks. Indirectly managed 220-270 Enumerators.
* Found and secured cost-free sites for the CFS and Enumerator training.
* Provided group and individual training, monitored daily assignments, provided advice and guidance to supporting staff.
* Recommended and took performance and conduct actions with CFS, Enumerators, and office clerks up to and including termination.
* Reviewed and certified payroll.
* Recommended and approved overtime, as necessary.
* Was responsible for making final decisions for the field operation. Reviewed case assignments and reassigned cases appropriately. Maintained and oversaw workflow timelines for work performed on the field operation.

**Office Operations Supervisor (OOS)/Field Operations**

Department of Commerce (DOC) - Census Bureau: Salt Lake City, UT

January 2020 – April 2020

* Supported field operations by providing administrative duties such as assisting with employee onboarding and ensuring accuracy of all onboarding documents.
* Assisted with obtaining and reserving training locations throughout the Utah area, securing support from various businesses and organizations.
* Updated various documents and spreadsheets promptly and accurately.
* Provided badging and fingerprinting services to all Area Census Office staff, ensuring compliance and data security were maintained.
* Trained, supervised and provided direct guidance to a team of clerks.

**Sergeant E-5/Linguist/Intelligence Collector (HUMINT)**

United States Army National Guard – UT

2006 – 2014

* Implemented operational plans, assigning duties and tasks to diverse teams of Specialists and Privates.
* Provided clear direction and delegated assignments, instructing and training teams on the duties being assigned.
* Created a team environment of cooperation and synergy to maximize productivity. Set team priorities and timelines for mission completion.
* Spanish interpreter for a humanitarian mission in the Dominican Republic.
* Discharged honorably.

**French/Spanish Toponymist**

National Geospatial-Intelligence Agency (NGA) – Washington, DC

2012 – 2014

* Provided toponymy support to NGA. Collaborated with various government agencies such as NSA, CIA, DOS, and the U.S. Board on Geographic Names.
* Provided quality assurance work to ensure mapping accuracy for projects relating to Mexico, especially any project involving the US border.
* Analyzed and provided detailed documentation of evolving Administrative and Autonomous areas of several countries that were later used to update NGA's database.
* Compiled and analyzed geographic information for NGA's database using ArcGIS, a geographic information system.

**Client Service Representative**

Fidelity Investments – Salt Lake City, Utah

2015 – 2016

* Assisted investment clients with their various financial needs through inbound calls at a contact center.
* Maintained confidentiality and compliance with customer's Personally Identifiable Information and with Fidelity Investment's security protocols.

Education

**MBA, April 2020 –** **March 2022**

Master of Science in Management and Leadership (MSML)

Western Governors University

**Bachelor of Arts Degree, 2012**

Major: Spanish

Brigham Young University, Provo, UT

**Honors**

* Golden Key International Honor Society (2012)
* Sigma Delta Pi Spanish National Honor Society (2012)
* French Class Speaker – Defense Language Institute Foreign Language Center (2007)