

C H A R L E S G R O G E R S J R .
515 Curtin Ave Pittsburgh Pa 15210 •412-414-7605(c)
rogersc@vlpwpa.org

EDUCATION

Indiana University of Pennsylvania
Political Science, Pre law; Bachelor of Arts

U.S. Army Infantry School
Mid-Level Management & Leadership; Diploma

U.S. Army ROTC
Officer Training, Leadership & Management; Diploma

EXPERIENCE

Public Relations/Communications

- Photographing news scenes such as disaster areas, community events
- Photographed High Value Targets in Iraq and Kuwait.
- Operated and repaired digital cameras.
- Published photographs in The Penn, Indiana Gazette, and local newspapers
- Public Affairs Officer for Army Battalion; liason for Battalion in local, university affairs.
- Utilized computers for Excel, Photoshop
- Organize Fundraisers, and Events for Several Organizations
- Experience in media writing, alerts, and press releases.
- Diversed list of established media contacts.
- Provide leadership to a strong team with proven ability to lead, manage and coach individuals
- Provides day-to-day guidance and oversight of staff; actively promotes and recognizes performance and monitors quality of work.
- Experience working with and influencing senior level executives
- Schedule and coordinate meetings, interview, appointments, events and other similar activities for supervisors, which also includes travel and lodging arrangements.

Management

- Coordinate with various staff for operational support activities of the unit; serve as a liaison between departments and operating units in resolution of day to day administrative and operational problems.
- Provide administrative/support for various departments and divisions such as answering telephones, assisting visitors and resolving a range of administrative problems and inquiries

- Managed inventory of platoon which was valued over 5 million USD.
- Coordinated training for soldiers.
- Delegated tasks to Platoon Sergeant and Squad Leaders
- Established and enforced operating standards
- Planned training and schedule for Platoon
- Recommended enlistees for various tasks and positions
- Provide professional training, and counseling to soldiers.
- Perform Risk Management training.

Career Advisor

- Provide comprehensive skill assessment and job coaching services to each client
- Prepare an Employment Development Plan (EDP) for each client.
- Prepared and present a variety of topics at weekly group meetings examples of topics include, job searching techniques, sharpening your interviewing skills, professional dress and etiquette, anger management, on the job, financial literacy. Job hunting with a criminal record.
- Coordinate with other VLP staff to conduct outreach activities throughout the regional community.
- Establish relationship with public and private employers, to gain veteran and client access to jobs, and interviews.
- Nationally reconqized employment program of veterans in the Nation.
- Following up with Clients to ensure EDP are followed through accurately.
- Provide essential housing, employment and other vital services to veterans, and families to improve self sufficiency, sustainability and quality of life.
- Provide weekly counseling sessions with families.
- Develop and maintain individual service plans to improve quality of life for parents and children in housing program.
- Make referrals through other service agencies to provide services and supportive needs
- Maintain thorough case files of families and individuals for regular audits and supervisions.

EMPLOYMENT

Career Advisor	Veterans Leadership	2010-Present
Communication Associate	M.A. Williams Inc.	2010-Present
Public Affairs Officer	United States Army	2004-Present
Title Agent	Dale Property Service	2008-2009
Public Affairs Officer	U.S. Army ROTC	2007-2008

Asst Manager

Primanti Brothers Inc. 2000-2007

SKILLS

- Read,write & speak French
- Computer literate
- Security Clearence(Secert)
- Conducting Training Programs, Coaching and Motivating Staff
- Performance Analysis, After Action Reviews, Evaluations

HONORS

- Army Good Conduct Medal
- Army Commendation Medal
- National Soujourners Medal