

Brandan Koehn

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Objective Statement

My goal is to secure a teaching position in a well established educational institution that focuses on student learning and development. I hope to find a position that will utilize my past experiences and education to meet the objectives of the school and its students.

Education

Oral Roberts University Graduate School of Business, Tulsa, OK

Masters of Management in Business / Concentration in Human Resources

Graduate in 2007

GPA 3.9 / 4.00, Graduating with Honors

Oral Roberts University, Tulsa, OK

Bachelor of Arts in Pastoral Christian Ministries / Pastoral Care

Graduated in 2005

GPA 3.53 / 4.00, Graduating with Honors

Oral Roberts University, Tulsa, OK

Minor in Behavioral Science / Psychology

Professional Experience

America Reads Teacher/Tutoring Administrator

Oral Roberts University - (January 2002 to January 2005) Tulsa, OK

- Taught elementary students in Tulsa Public Schools.
- Supervised thirty employees through a Federal Work Study that assisted in significantly raising test scores throughout area low-income schools.
- Administered employer functions, communicated with school principals, funding agency, HR personnel, and employees.

Brandan Koehn (Continued)

Humanitarian Relief Team Coordinator

Numerous relief locations, both domestic and international - (September 2001 to June 2004)

- Taught in English Language schools in numerous countries while volunteering.
- Directed relief projects in various nations including: Thailand, Cambodia, New Zealand, Japan, Mexico, Australia, and United States.
- Coordinated projects and teams through administrating, practical applications, fund raising, social services, and dispersing aid which resulted in providing considerable humanitarian services to people in need.

Project Manager

Fadco, Inc- (September 2008 to Present) Tulsa, OK

- Estimated, sold, and managed over 20 construction projects totaling several million dollars in revenue.
- Created job budgets, ordered all materials, hired subcontractors, and supervised all engineering and production processes for complete projects.
- Set up the estimating and project management software and trained the company personnel on how to effectively use the software.

Project Manager / Engineer

Wood Systems / Mill Creek - (September 2005 to September 2008) Tulsa, OK

- Assumed full management responsibilities for multi-million dollar projects.
- Created job budgets, ordered all materials, hired subcontractors, and supervised all engineering and production processes for complete projects.
- Estimated projects with the responsibility of approving or declining all contractual documents.
- Lead numerous organizational projects including: *Lean* office/manufacturing, software implementation, and various departmental improvements through specific assignments from general management.

Manufacturing Production Manager

Cabinet Solutions Inc. - (May 2005 to September 2005) Tulsa, OK

- Managed residential door department with full production responsibilities.
- Directly supervised numerous employees
- Provided employee training and assistance as directed by upper management

Affiliations

TESOL (Teachers of English to Speakers of Other Languages)

Current Member

Project Management Institute

PMI Nashville. - (November 2010 to Present) Nashville, TN

References

Complete references available upon request