

Josiah K. Innis, Jr
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Professional Summary

Dedicated and committed to academic excellence. Trust worthy and reliable Professional, result oriented team player, service provider, experienced, innovative and reliable with years of professional services to God, country and humanity. Accessing needs to enhance sustainable development and providing strategies to prevent future unforeseen disaster. Manager of over a million dollar worth of property.

Human Resource Specialist, Armed Forces of Liberia Jul 2017-present

- Supervise the preparation of daily personnel status, pay rooster, training calendar, nad policy regulations to ensure efficiency and effectiveness within 2nd Infantry Battalion.
- Principal advisor to Battalion on Army Regulations and Field Manual.

Principal, 2018 – present, Linda Thomas Greenfield Preparatory School

- Maintained full compliance with legal, health, and safety regulations.
- Reviewed activities regularly to identify opportunities for improvement.
- Developed and communicated standard operating procedures to team of fifty (50) staff.
- Helped resolve problems such as emergency situations and routine maintenance by carefully collecting information and developing knowledgeable solutions.
- Develop appointment chart for visitor with guest Religious and laity.
- Taught junior employees how to perform tasks both individual and collective.
- Filed records to keep system efficient and information organized

- **Instructor, Linda Thomas Greenfield Preparatory School 2010-20017**
- **Acting Catechist E.B.K Military Church Archdiocese of Monrovia Mar 2016-Jul 2020**
- Assist the Parish Priest in the daily functions of the church.
- Prepare the church for Liturgical celebrations.
- Accompanied the priest for visitations to homes of aged parishioner as well as sick at St.

Logistics Specialist, Armed Forces of Liberia, Jan 2010-Sept 2015

- Assessed failures in logistics processes and helped implement corrective actions.
- Identified equipment and supplies from internal and external sources, adding items to complete orders.
- Completed all necessary documentation to prevent time-sensitive shipments from being

Student Recruiter, African Methodist Episcopal University, Monrovia Sept 2003-2006

- Provide guidelines and support for incoming college students.
- Speak with both the candidate and client regularly to identify any teething issues; If issues exist, communicate them to the relevant party and work out the appropriate course of action.
- Facilitate the student admission process from start to finish.
- Provide tutorial for college student with deficiencies and ensure self-reliance and improvement in their studies.

Instructor, Action Faith Institute Duport Road Paynesville, Liberia Sept 2007-2009

- Introduce teaching strategies to diverse and different learner.
- Teach, assess, and evaluate pupils to achieve the learning outcome.
- Identify challenges that impede learning and recommend to administration mechanism to resolve those challenges.
- Build and maintain a professional teacher and student relation
- Provide extra tutorial classes for pupils to improve their understanding of the content area.

Supervision,

- **MEd, Master of School Administration and Supervision, Cuttington Graduate School Sinkor Monrovia, Liberia Sept 2016-June 2018.**
- **BRE, Bachelor of Religious Studies, Bryant Theological Seminary, African Methodist Episcopal University 34th Camp Johnson Road Monrovia, Liberia. Sept. 2009-2015.**
- **Certificates, Initial Entry Training (IET), Advance Individual Training (AIT), Basic Non-Commissioned Officer Training Course (BNOC), United States Army Affiliate Program, Armed Forces of Liberia 22 Jul 2007-Mar 2008.**
- **Certificates, Basic Logistics Course, Hazar Management, United States Army Affiliate Program, Armed Forces of Liberia 22 Jul 2008-Mar 2009.**
- **Certificate, Officer Candidate School Leadership Course, United States Army Affiliate Program, Armed Forces of Liberia 17 Mar2017- Jul 172017.**
- **Certificate, Cyber Security Awareness Course, Adjutant General Course, United States Army Soldier Support Institute, Fort Jackson, South Carolina U.S.A Sept. 2020-Dec 23rd, 2020.**
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1. Rev. Alvin A. Attah

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2. Mr. Ronnie P. Cyril

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