



# Donald Nevills

📍 Clairton, PA 15025 📞 412-592-9047 ✉️ orders4ic@yahoo.com

## PROFESSIONAL SUMMARY

As a previous U.S. Navy Chief, I'm already familiar with procedures, base, and training operations in a Military setting. I've worked closely with Civilian staff as the Leading Chief in the Training and Education Department, and was the only enlisted Instructor at Officer Ship handling Course, training perspective Commanding and Executive Officers.

Encouraging, strong manager and analytical problem-solver with talents for team building, leading and motivating, as well as excellent customer relations aptitude and relationship-building skills. Proficient in using independent decision-making skills and sound judgment to positively impact unit success. Dedicated to applying training, monitoring and morale-building abilities to enhance staff engagement and boost performance.

Based on life experience, training, and applied knowledge, I'm confident stepping into this position and immediately moving in the right direction will be an asset to any Command.

## SKILLS

- Integrity and Transparency
- Leadership and People Development
- Effective Communicator and Public Speaker
- Self Starter
- Honest
- Finds Solutions
- Team Player
- Critical Thinking
- Foresight

## WORK HISTORY

### OWNER/OPERATOR

01/2021 to CURRENT

#### Planet Tattoo | Clairton, PA

- Manage day-to-day business operations.
- Consult with customers to assess needs and propose optimal solutions.
- Train and motivate employees to perform daily business functions.
- Enhance operational efficiency and productivity by managing budgets, accounts and costs.
- Created and monitored promotional approaches to increase sales and profit levels.
- Reconciled daily sales, returns and financial reports in QuickBooks.

### NOMINEE FOR STATE REPRESENTATIVE

03/2019 to 01/2023

#### State | PA

- Attended fundraisers, ceremonies and events to represent the PA 35th district.

- Managed Campaign team and all funds including receipts and expenditures.
- Kept up with news on daily basis to stay informed about local, regional, national and international events.
- Determined campaign strategies for media advertising, positions on issues and public appearances.
- Made several Public Speaking engagements.
- Independent Candidate for U.S. Congress, 2020.
- Republican Candidate for U.S. Congress 2022.
- Republican Candidate for PA State Representative, 2022. Primary
- Republican Nominee for PA State Representative, 2022, General Election
- Republican Nominee for PA State Representative, Special Election, 2023

## **OWNER/OPERATOR**

*06/1995 to 03/2021*

### **Planet Tattoo & Jolly Roger Tattoo Supply | Pittsburgh, PA**

- Provided staff coaching, mentoring and consultation to enhance performance and professional development.
- Handled incoming mail, bills and invoices and completed appropriate actions.
- Managed day-to-day business operations.
- Checked items received against items ordered by verifying receipts.
- Researched suppliers based on availability, quality, selection, and price.
- Negotiated with suppliers, vendors, and other representatives.
- Maintained and reviewed computerized records of items purchased and costs associated with purchases.
- Negotiated policies and contracts with vendors to achieve optimal pricing and consistent availability.
- Performed monthly reconciliation of open purchasing orders.
- Maintained complete documentation and records of all purchasing activities.
- Communicated with vendors regarding inventory needs and negotiated prices to maintain profit margins.
- Worked with International manufacturers dealing with tariffs, taxes and international shipping.
- Managed all aspects of a Supply business with a \$500,000 inventory and constant turnover.
- Sold Business

## **CHIEF NAVIGATOR, INSTRUCTOR, RECRUITER**

*06/1981 to 06/1995*

### **US NAVY | USA**

- As Navigator, met with Admirals and Captains to plan Harbor entrance and exits prior to all ships movements.
- Practiced and drilled for numerous wartime and peacetime emergency situations requiring rapid response.

- Created and developed lesson plans to meet students' academic needs.
- Maintain Ships 3M Systems as 3M Coordinator. Responsible for coordinating all jobs needing shore based facility work.
- Entered data, generated reports and produced tracking documents.
- Gathered and organized materials to support operations.
- Department Head for NX Division. Maintained all financial budgets and requests from the Department.
- Ranked as Number 1 Chief onboard by 3 Different Commanding Officers.
- Qualified for positions outside the enlisted field and recommended for advancement to Officer ranks.
- Foreign Student Officer for EWTGLANT, Little Creek Va.
- U.S. Navy Recruiter in McKeesport PA
- Only enlisted Instructor Navy Officer Shiphandling Course.

## EDUCATION

### No Degree

#### Various, Virginia

Attended many Leadership and Management schools in the Navy.

3M Systems Schooling

Senior Enlisted Schooling

Firefighting Trainer

Shipboard Damage Control Training Team Leader

### High School Diploma

06/1981

Clairton High School, Clairton