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## **EXPERIENCE**

**Xx/xx/xxxx to present. 40+ hours per week. SENIOR HUMAN RESOURCES MANAGER (E-7). HQ 10<sup>th</sup> Regiment, Regional Training Institute (RTI), Camp Smith, New York 55555. Supervisor: John Smith, (555) 555-5555**

### **ADMINISTRATIVE MANAGEMENT SERVICES**

Manage and supervise personnel actions, training, administrative requirements, and personnel records for the training academy with authorized strength of 52 personnel supporting training of for the entire state-wide Army National Guard with over 2,000 personnel in various classes and courses since xxxx. Multi-task / detail oriented administrative manager. Provide multifunctional guidance and technical advice on multifaceted projects supporting hundreds of customers; develop guidance on techniques for management and methods of improvement.

### **MANAGEMENT ADVISOR**

Advise executive management regarding personnel and administrative activities and functions. Develop directives covering administrative aspects of operations. Interpret administrative policies, procedures, and guidelines. Resolve payroll and school qualification issues (respond to inquiries via telephone, email and in person). Communicate with all echelons at the institute, within the community, and with other military organizations to provide administrative support.

### **PERSONNEL ACTIONS MANAGEMENT**

Initiate, review, and process thousands of personnel actions for strength management, personnel evaluations, promotions, professional development, in / out-processing, awards, disciplinary actions, and military pay transactions. Review and approve or disapprove leave requests, maintain staff files, execute an EEO program, and address equal rights issues. Manage mail operations. Serve as Automation POC. Prioritize and distribute workloads, carefully balancing skill sets. Manage calendars and schedules, meeting fast-paced, often critical deadlines. Train and mentor junior administrative leads, ensuring smooth administrative functions in my absence. Attend meetings. Manned Emergency Operation Centers during snow emergencies with the National Guard.

### **POLICY DEVELOPMENT**

Develop, implement, evaluate, and monitor personnel and administrative policies, procedures, and guidelines. Develop planning materials on specific projects. Assist with staffing requirements, conduct employee interviews, develop and revise work schedules, and initiate and coordinate staff training. Develop duty descriptions and oversee hiring for reserve component personnel. Write and edit personnel evaluations. Direct day-to-day Administrative support operations. Control, train, task, and evaluate staff.

### **BUDGETING AND FINANCIALS**

Manage budgets, purchasing, pay transactions, and ledgers. Formulate, present, execute, and analyze budgets. Plan, develop, and conduct training courses. Use the IMPACT credit card for lodging requirements. Track and inventory office equipment. Contract for supplies, services, and equipment. Review contract terms to ensure compliance. Monitor purchasing, inventory, and resource allocation.

### **ADMINISTRATION**

Processed hundreds of transmittal letters for Group Life Insurance, personnel actions, extensions, and employee benefit packages. Planned all administrative phases to support schoolhouse courses. Address and correct automation problems to prevent downtime.

Coordinated and led delivery of all award ceremonies and commencement functions for graduation events.

Developed and implemented an automated tracking system for key control. Managed maintenance and accountability of all automation equipment. Archived eight years of administrative records according to new ARMIS guidelines. Knowledge of multiple office automation software packages; produce clear, concise reports, correspondence, recommendations to inquiries, written responses spreadsheets, and databases.

**Xx/xx/xxxx to xx/xx/xxxx. 40+ hours per week. OPERATIONS MANAGER (E-7). HQ 10<sup>th</sup> Regiment, Regional Training Institute (RTI), Camp Smith, New York 10567. Supervisor: Michael Myers, (555) 555-5555**

#### TRAINING PROGRAMS DEVELOPMENT

Planned and oversaw the execution of training programs. Coordinated the consolidated training event, resulting in exceeding set objectives. Planned and executed a training exercise that resulted in an unprecedented weapons qualification of 96%.

#### ADMINISTRATIVE MANAGEMENT

Supply Manager and Administrative Manager. Advised management regarding all operations and training activities. Supervised the NBC, Intelligence, and Communications sections. Oversaw training preparation and execution. Coordinated training and operations. Managed and ensured the readiness, resource accountability, and availability of supplies.

Processed and printed payroll for 72 POI orders in less than 20 days; Inherited a backlog of 52 late personnel evaluation reports and reviewed, corrected, and processed in less than 30 days; Updated and implemented a new automated filing system and provided each unit within the battalion the format, standardizing the battalion.

**Xx/xx/xxxx to xx/xx/xxxx. 40+ hours per week. SENIOR BATTALION PERSONNEL SERGEANT (SENIOR HUMAN RESOURCES MANAGER) (E-7). HQ, Field Artillery, Kingston, NY 12401. Supervisor: Jamie Lyndon, (555) 555-5555 x55**

#### ADMINISTRATIVE MANAGEMENT / SUPERVISION

Streamlined personnel operations and organized and updated computerized personnel data filing systems for easy recovery. Prepared and reviewed correspondence and reports. Visited subordinate units for onsite guidance. Maintained expert knowledge of personnel regulations, records, actions, and personnel management, and served as an advisor to senior management. Planned and executed nearly flawless logistics support at JRTC.

#### PERSONNEL ACTIONS MANAGEMENT

Coordinated personnel actions, travel requirements, training, and deployment actions to ready the team for deployment to New York in response to terrorist attacks on September 11, 2001. Orchestrated non-standard mission and logistical requirements with various Federal, state, and local agencies. Managed and coordinated administrative duties for a 300+ personnel Battalion in support of the 9/11 disaster at Ground Zero for a 3 week rotation.

Led a reserve team during a 15-day exercise at the Joint Readiness Center...the closest exercise simulating real-world combat possible. Planned the training of a team of eight to man a 24-hour Administrative and Logistics Operations Center. Wrote Standard Operating Procedures for personnel covering all possible contingencies, i.e., packing lists, and tactical operations in a field environment.

Served on the Safety Council. Served as a Classified Document Courier. Promotion Board Recorder.

**Xx/xx/xxxx to xx/xx/xxxx. 40+ hours per week. SUPPLY MANAGER (SUPPLY SERGEANT) (E-6) Battery D, Field Artillery, Atlanta, GA 55555. Supervisor: Jane Burns, (555) 555-5555**

#### SUPPLY AND LOGISTICAL MANAGEMENT

Managed supply and logistical operations; served as advisor to senior management for all logistic matters and classes of supply. Supervised supply personnel in establishing supply and inventory control management functions.

#### PROPERTY BOOK MANAGEMENT

Served as Property Book Manager using the Defense Property Accountability System. Maintained primary hand receipts, conducted reconciliation of government property, conducted inventories, and provided guidance to hand receipt holders. Maintained 100% accountability for inventory. Supported all administrative policies. Provided technical guidance to the equipment records and parts specialist. Ordered supplies and planned for the use of expendable and reusable items required in conducting operations and training. Carefully monitored the rate of use of expendables. Reviewed daily and monthly records of operating supplies. Received, inspected, issued, delivered, and turned in individual, organizational, and installation equipment. Resolved technically oriented problems in maintenance of equipment. Prepared all supply documents. Maintained property in the computerized Standard Property Book System. Reviewed and maintained materials condition status reports. Coordinated services and repairs. Posted transactions to property books and supporting transaction files.

Coordinated change of management after a two-year absence of a supply manager, incurring only \$975 Report of Survey. Prepared Reports of Survey for government property lost, damaged, or destroyed IAW AR-735-5. Developed appropriate supply policies for equipment procurement, authorization, and utilization, and disposal.

## **EDUCATION**

Jefferson University, xxxx to xx/xxxx, 90+ Credits in Engineering

Southern Virginia University, xxxx to xxxx, Industrial Technology, 36+ Credits

## **ADDITIONAL INFORMATION**

### **PROFILE**

Innovative, detail-oriented Subject Matter Expert in Human Resources, Logistics and Supply Support Management, and Administrative / Personnel Actions Management including pay and benefits for military organizations. Maintain strict confidentiality of personnel information. Consistently progressed to more senior positions with consequential responsibility for personnel, budgets, resources, and schedules. Managed budget changes that affected the work force. Managed a myriad of administrative functions. Coordinated the work of clerical staffs and secretarial functions required to implement administrative policies, personnel actions, and supply management functions. Rallied team members to reach established goals. Managed planning efforts and organizational structures to support quality control and administrative functions. Established work schedules, assigned tasks, and advised subordinates.

Tackle tough problems and develop resolutions for efficiency and productivity. Keen eye for reviewing and resolving problems. Analyze and streamline business, office management, space allocation, supply, and logistical processes. Analyze plans to determine the impact on administrative processes and the feasibility of making modifications to accomplish assigned projects. Conduct thorough research. Oversee contracts and contractor compliance. Trainer, and Train the Trainer. Instruct various courses and develop course materials. Supervised, trained, evaluated, and counseled up to 30 personnel. Organized and efficient manager.

Accomplished professional with refined interpersonal, oral and written communications skills. Ensure smooth flow of communications between management, team members, and customers. Speak frequently with all echelons within the military, Federal, state, and local organizations. Confident public speaker; deliver PowerPoint presentations and briefings to audiences up to 800 and for senior management decision-making processes. Write reports, studies, counseling statements, correspondence, memorandums, newsletters, and prepared sworn statements for congressional inquiries.

Proficient with computer requirements including networking, hardware and software; MS Office Applications, WIN NT, 2000, XP. Network administrator. Designed and oversaw personnel management information systems. Create electronic presentations and use electronic media. Create computer databases.

### **AWARDS**

Defense of Liberty Medal

Aid to Civil Authority Medal

Army Achievement Medal x 3

Army Commendation Medal

National Defense Service Medal

Meritorious Service Medal

**LICENSES AND CERTIFICATES**

Secret Clearance  
Certified Point of Contact (Networking)  
Concealed Weapons Permit

**TRAINING**

Advanced Noncommissioned Officer Course, 6 weeks (Leadership and Management)  
Basic Noncommissioned Officer Course, 6 weeks  
IMPAC Credit Card training  
Unit Level Logistics, 2 weeks  
Primary Leadership Development Course, 6 weeks  
Advanced Individual Training, 6 weeks  
Unit Supply Management  
Unit Clerk Course  
Personnel Administration Specialist, 8 weeks  
Air Assault, 2 weeks