



VALUE PROPOSITION STATEMENT

Supervisory Human Resources Specialist (Military) with 20 year career history OFFERING:

- ◆ **Demonstrated proficiencies administering, maintaining, and applying concepts, principles and theories of Human Resources unique to organizational mission requirements.**
- ◆ **Detailed understanding of personnel management databases which impact both Command readiness and strength levels.**
- ◆ **In-depth knowledge of interrelationships between military personnel programs sufficient to properly advise service members and senior-level program officials on regulations, policies, or direct military personnel programs, and recommend solutions to issues incidental to personnel matters.**

INDUSTRY-BASED AFFILIATIONS

Since 2010 | Society for Human Resources Management; National Human Resources Association; International Public Management Association for Human Resources



MILITARY ROADMAP

PERIOD OF ENLISTMENT

U.S. Army | Jun 1996 ▪ Jun 2016

SELECTED CAREER-FIELD SPECIFIC ASSIGNMENTS

Human Resources Noncommissioned Officer | Jun 1996 ▪ Jun 2016
White House Communication Agency, Washington, DC | Nov 2010 ▪ Jun 2016
Operations Sergeant | Fort Hood, Killeen, TX | Aug 2008 ▪ Nov 2010
Personnel Services Sergeant | Camp Zama, Japan | Sep 2002 ▪ May 2005

- ▶ **MILITARY PERSONNELIST.** Command expert and authoritative source over assigned areas of responsibility for military personnel operations/services. Provided specific guidance and assistance to service members and other operating officials on the full spectrum of taskings required managing day-to-day military personnel programs.

PROGRAM ADMINISTRATOR

Military/Family Member Benefits | Awards/Decorations | Military Orders | Transition Services | Soldier Readiness Programs | Mobilization/Demobilization Plans | Promotions/Selection Boards | Special Actions | Specialty Schools | Strength Management | Casualty/Mortuary Affairs | Combat-Related Compensation | Risk Management | Recruitment/Placement

- ▶ **LEADERSHIP OFFERINGS (EMPLOYEE/LABOR RELATIONS).** Led direct support teams encompassing both military and civilian employees. Identified performance issues and necessary corrective actions. Enabled employees' opportunity to self-align with end-result being performance excellence. Advocated Integrated Conflict Management

Initiatives, which centered on listening, problem identification/resolution, diplomacy, and change resulting in effective solutions to workplace issues. Transparent communicative channel through which personnel could address and seek solutions to problems, concerns, and unmet needs. **Received multiple prestigious awards reserved for those exemplifying highest caliber of distinguished leadership and position specific/subject matter expertise.**

- ▶ **OPERATIONS SUPPORT.** Displayed uncompromising commitment to providing stellar service. Demonstrated ability applying logic to identify alternatives required resolving work-related situations. Resolved same by gathering and applying information from industry-standard materials. Efforts resulted in resolution of significantly complex issues in situations having urgency or high visibility or of significant importance to others.
 - ▶ **MANPOWER MANAGEMENT.** Evaluated trend analysis data based on effectiveness and efficiency of personnel utilization, assignment of duties, staffing, and organizational structure. Identified conflicts or overlapping areas and recommended solutions or changes to existing or proposed improvements to organizational structure. Ensured adequate manpower resources at levels necessary for mission accomplishment as mandated by Table of Distribution and Allowances (**TDA**). Planned, presented, and justified \$232M Army annual operating budget for enlisted force strength and succession planning necessary to support mission readiness and sustainability for review and consensus with Corporate Structure, Office of Secretary of Defense, and Office of Management and Budget.
 - ✦ **Challenge:** Establish tracking database to manage inbound/outbound personnel actions.
 - ✦ **Action Taken:** Created manual tracking document which required customers to sign in/out for requested actions.
 - ✦ **Outcome:** **Reduced misrouted/delayed actions by 50%. Increased customer visibility by 70%.**
 - ✦ **Challenge:** Coordinate/process 110 Requests for Orders (**RFOs**) with Army Human Resources Command (**AHRC**) during rating period related to agency manning requirements.
 - ✦ **Action Taken:** Managed and monitored manning levels. Served as agency point of contact for Human Resources Command (**HRC**).
 - ✦ **Outcome:** **Enabled agency to maintain 92% or better aggregate fill.**
- ▶ **SUCCESS COACH (MENTORING).** Communicated expectations. Identified barriers to occupational success. Provided business-line developmental opportunities. Encouraged designated personnel to use opportunities provided to gain insight into best business practices, and develop/enhance work-related proficiencies. Efforts maximized potential and improved on-the-job performance.
- ▶ **COMMAND TRAINING MONITOR (WORKFORCE DEVELOPMENT).** Bottom-line accountability for overseeing, facilitating, and training/cross-training employees to sustain/enhance knowledge related to earmarked specialties. Conducted training in both classroom and computer based environments. Encouraged employees to perform to the best of their abilities in both individual and team environments.
 - ✦ **Challenge:** Develop Sergeants Time Training Program.
 - ✦ **Action Taken:** Created training plan to meet Commander/Army mission essential requirements.
 - ✦ **Outcome:** **Resulted in increasing customer service capability ratio by 20%.**
- ✦ **Challenge:** Organize skillset training on Digital Training Management System (**DTMS**), Enlisted Distribution and Assignment System (**EDAS**), Personnel Network (**PERNET**), and Electronic Military Personnel Office (**eMILPO**) designed to cross-train J1 section Human Resources (**HR**) personnel from multiple services.
- ✦ **Action Taken:** Established standards and developed plan to correct deficiencies.
- ✦ **Outcome:** Ensured members (Army, Navy and Air Force) had good working knowledge of Army-specific databases and potential impact on member's records. **Increased efficiency of Human Resources (22 members) team by 30%.**
- ✦ **Challenge:** Craft and launch Contingency Exercise operation plan.
- ✦ **Action Taken:** Disseminated pre-exercise information and post-exercise review/analysis.

- ✦ **Outcome:** Efforts resulted in 800+ faculty, staff, and contractors from 20 locations being equipped with vital preparatory information for contingency events. **Efforts resulted in receipt of Joint Service Achievement Medal for stellar accomplishment.**

- ▶ **DEFENSE TRAVEL SYSTEM (DTS) PROGRAM MANAGER.** Utilized Joint Travel Regulation (**JTR**) and Federal Travel Regulation (**FTR**) directives, Department of Defense (**DOD**), and Air Force policies with respect to travel procedures, restrictions, and allowances required processing and computing military personnel travel payment vouchers. Calculated travel/per diem costs and subsistence expenses. Arranged transportation. Coordinated lodging through facilities within government per diem rates. Prepared travel claims for reimbursement. Ensured requests for payment were complete, accurate, and conformed to applicable regulations.

ACADEMIC SHOWCASE

University of MD, Adelphi, MD

B.S, Business Administration Degree Candidate | Sep 2013 - Present

AA, General Studies | 2007

LEADERSHIP TRAINING

2013 | Structured Self-Development

2012 | Joint Task Force Staff Training, Joint Staff Business Processes, Joint Intel Preparation of the OPS Environment, Joint Information Operations Course

2010 | Conflict Management and Negotiation Course

MILITARY PERSONNEL SYSTEMS

Defense Enrollment Eligibility Reporting System (**DEERS**); Real-Time Automated Personnel Identification System (**RAPIDS**); Army Records Information Management System (**ARIMS**); Electronic Military Personnel Office (**eMILPO**); Total Officer Personnel Information System (**TOPMISII**); Personnel Network (**PERNET**); Enlisted Distribution and Assignment System (**EDAS**); Deployed Theater Accountability System (**DTAS**); Digital Training Management System (**DTMS**)

DISTINCTIVE HONORS

Joint Meritorious Unit Award, 2012; Presidential Service Badge, 2011; Army Commendation Medal (3d Oak Leaf Clover), 2010