
JOE DOE

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U.S. CITIZENSHIP
SOCIAL SECURITY NUMBER XXX-XX-XXXX
VETERANS PREFERENCE: 5 POINTS
SECURITY CLEARANCE: SECRET

Highly motivated and result-driven professional with extensive HR and military experience with a thorough understanding of program and personnel management, strategic planning and effective budgeting, operations management, resource distribution, and data interpreting and analysis. Experienced in assessing and improving various organizational programs, processing personnel services and administration actions including evaluations, awards and promotions. Adept in advising and guiding command on manpower management and supported activities. Strong supervision, training and communication skills honed through leadership roles involving personnel support and management, unit morale and motivation maintenance, and complex issues resolution.

- Proven track record of effective budget management and administration. Successfully allocated \$1M annual budget, and performed property maintenance valued at over \$330K.
 - Skilled in guiding, instructing and coordinating subordinates including implementation of performance standards, monitoring and assessing their performance, while keeping personnel highly motivated.
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CORE SKILLS AND COMPETENCIES

HR | Operations Management | Analysis | Program Management | Risk Management | Policies and Procedures Administration | Complex Problem Solving | Planning | Systems Evaluation | Personnel Management | Instructing Process Improvement | EEO | Communication | Management | Coordination | Time Management | Coordination Critical Thinking | Leadership | Decision Making | Personnel Service | Teamwork | Monitoring | Training

PROFESSIONAL EXPERIENCE

SENIOR OPERATIONS OFFICER, G3

Date - Date

Some Division, Address

Actively provide in-depth analysis of various complex internal and external activities, projects and actions. Manage personnel in order to ensure the achievement of goals and objectives, by developing training plans to improve command performance, and ensuring timely work completion. Analyze training needs and requirement, develop plans and conduct training to ensure professional growth and increase effectiveness of programs.

- Elaborate and implement performance standards, evaluate personnel performance, and initiates promotions, reassignments and awards.
- Prepare commanding general information and decision briefs for various command-level events.
- Conduct command's training and ceremonial ammunition management, while adhering to standard operating procedures, policies and regulations.

Accomplishments:

- Effectively supported eight brigades and Reserve Officers' Training Corps.
- Implemented Military Decision Making Process (MDMP) into plans, orders and task organizations.

OPERATIONS/EXECUTIVE OFFICER

Date - Date

Some Division, Address

Performed as Operations and Execute Officer while overseeing 34 civil and military personnel and managing three staff sections including testing, operations and medical sections. Ensured the internal control compliance for risk mitigation, and conducting facility risk assessment. Identified key business processes, created standard control activities and ensured the regular testing of program controls.

- Effectively analyzed and forecasted future manning requirements, elaborated disciplinary procedures, provided position management, performed personnel awarding, and improved recruitment procedures including hiring and on-boarding training.
- Prepared section and individual development plans and programs to improve personnel performance, while assigning work tasks to personnel and ensuring their successful completion.
- Developed strategic plans to implement training and procedures in order to align with higher headquarters intent and regulatory changes, while supervising teams of eight to twenty members.
- Supervised medical laboratory performing drug, alcohol, pregnancy, and HIV tests, and ensured the compliance with Clinical Laboratory Improvement Program.

Accomplishments:

- Effectively allocated \$1M annual budget, while managing accountability and maintaining property worth over \$330K, and improving business processes resulting in cost savings and increased productivity.
- Resolved Congressional and EEO inquiries, while controlling the compliance with HIPAA regulations.

BATTALION S1, PERSONNEL OFFICER

Date - Date

Some Division, Address

Advised to Battalion Commander for personnel strength and management by producing executive correspondence, and analyzing information to report to higher headquarters. Successfully resolved various work-related issues, while serving as a point of contact between personnel and management. Effectively conducted HR management by allocating manpower resources, distributing and balancing workload between employees, training them and assessing the overall performance. Improved organization policies and procedures by preparing recommendations based on analysis of statistical data and reports related to various personnel issues.

- Defined staff vacancies, recruited and hired new employees as well as conducted on-boarding.
- Resolved understaffing issues, managed disputes, oversaw various disciplinary procedures, and fired staff in needed.
- Analyzed and coordinated personnel manning requirements for the deployment timelines to multiple locations in order to ensure successful mission accomplishment.
- Prepared training on HR topics and Information System processes.
- Furnished employees with information on policies, duties, work conditions, promotion opportunities and benefits.

Accomplishments:

- Effectively managed HR by assessing performance, promoting and awarding 1K personnel in six companies.
- Developed and implemented curriculum to improve personnel readiness for the executive support staff.
- Successfully conducted family readiness program by supporting over 650 families.

PLANS AND OPERATIONS OFFICER, G1

Date - Date

Some Division, Address

Collaborated with six Brigade Combat Team and 20 Military Transition Team. Performed as a focal point between division and brigade regarding to HR related aspects.

- Supported brigade in order to provide assistance and services for over 20K personnel through various programs.
- Wrote task input and annexes concerning HR support for operations orders, plans and contingencies for organization.
- Provided personnel readiness management in subordinates units, and controlled the external support provided by the subordinate units.
- Led Casualty Liaison team to handle and report casualty information.

Accomplishments:

- Oversaw seven military personnel and two civilians within the unit, while ensuring the personnel adherence to commander’s guidance.
- Implemented and controlled the aligning of personnel readiness management standard operating procedures with headquarters and subordinates brigades.

EDUCATION

WEBSTER UNIVERSITY, St. Louis, MO
Master of Arts in Human Resource Management
Minor in Business Administration

TRAINING AND MILITARY SCHOOLS

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| ✓ Adjutant General Advanced Human Resources | ✓ Manpower and Personnel Officer School |
| ✓ Human Resources for Supervisors | ✓ Alternative Dispute Resolution |
| ✓ Air and Space Basic Course | ✓ Antiterrorism Officer |
| ✓ Airman Leadership School | ✓ Equal Opportunity Consideration of Others |

COMPUTER PROFICIENCIES

Automated Time Attendance and Production System (ATAAPS) | Defense Travel System (DTS)
Defense Civilian Personnel Data System (DCPDS) | PCOLS (Fiscal Management) | TOPMIS | TOPMIS II