

JANE A. EXAMPLE 1

555 Military Way ♦ Madwaukee, WI 55555 ♦ 555-123-4567 ♦ jane.a.example@gmail.com

APPLICANT FOR:

VACANCY ANNOUNCEMENT NUMBER: **ABCD00055512300**

POSITION TITLE/GRADE: **Unit Administrator**

DEPARTMENT: **Department of the Army**

CITIZENSHIP: **US Citizen**

CURRENT SECURITY CLEARANCE: **Secret**

SUMMARY OF EXPERIENCE

Over three years of Human Resources experience in the Wisconsin National Guard with a strong reputation as a reliable and trustworthy professional. Consistently demonstrate excellent management, administrative, and relationship building skills. Subject matter expert in public speaking with a passion for mentorship, leadership, and teamwork.

PROFESSIONAL WORK EXPERIENCE

Wisconsin Army National Guard	10/2009 – Present
Training & Development Specialist	\$52,500 Annual
May Contact Supervisor: SSG Army Strong 555.555.5555	40+ hrs per week

TRAINING & DEVELOPMENT

- Plan and coordinate training for 10 personnel on the use, maintenance, and procedures of equipment operations 12 months in advance
- Administer strategic training and exercise plans, conceptual and doctrinal guidance and operational parameters to provide realistic training for 10 personnel on a monthly basis
- Evaluate 10 persons' performances within each training exercise to help identify the personnel's shortfalls and successes in order to adjust and retrain if necessary
- Provide personnel guidance / technical advice to organizational managers and team members
- Coordinate, conduct interviews, and hire training assistants
- + Directly responsible for ensuring current training standards were utilized for the mobilization of over 4500 team members

OPERATION MONITORING

- Instruct and train 14 personnel on heavy equipment maintenance and safety policies, procedures, and regulations on a monthly basis
- Conduct employee training in equipment operations and safety procedures
- Ensure accountability and support to soldiers having personal and military difficulties that could amount to poor decisions and sometimes suicidal thoughts
- Ensure proper operations by maintaining and monitoring a semi-annual checklist for personnel and equipment
- Monitor 10 personnel's work levels and reviews their work performance on a monthly basis
- + Awarded the Army Accommodation Medal for maintaining up tempo operations management for a year and a half

PERSONNEL MANAGEMENT

- Supervise and train six personnel to include delegating assignments and maximizing productivity
- Establish routines and schedules for six personnel on a weekly basis
- Opened new accounts with nine distributors on a monthly basis
- + Awarded the Army Achievement Medal for performing above and beyond pay level, as a supervisor of five Soldiers while establishing relations with civilian county workers for flood clean up; part of three volunteer state active duties

KelC3 Communications

08/2005 – 10/2009

Photographer Assistant

\$10.00 Hourly

May Contact Supervisor: Stacy Paulie, 555-555-5555

25 - 40 hrs per week

CUSTOMER SERVICE

- Answered incoming calls, took accurate orders, and assisted customers with order-related problems, questions, or concerns
- Provided personal guidance and modeling advice to clients during photo shoots
- Worked directly with customers to ensure they were receiving a quality product within their specifications
- + Recognized by peers and superiors for outstanding customer service, going the extra mile, and ensuring all needs were met

PHOTOGRAPHY

- Edited photos utilizing Photoshop and created slide shows using ProShow Gold
- Prepared finished photo packages by cutting, organizing, and safely placing items together
- Photographed candid photos during sports and wedding events
- + Assisted in the creation of a live photo booth to be used at various events and special occasions

United States Army Reserves

05/2003 – 08/2009

Human Resources Specialist

\$185.98 Weekly

May Contact Supervisor: SSG Tanya Military, 555.555.5555

15 hrs per week

HUMAN RESOURCES

- Handled sensitive and confidential documents, evaluations, pay and awards
- Organized and maintained official personnel folders and performance files to ensure accuracy regarding employee benefits and rewards
- + Processed and maintained 50 to 100 personnel records containing medical files, pay, insurance, awards and recognitions, evaluations, and other pertinent military documents

ADMINISTRATIVE

- Provided technical assistance to the personnel database including benefit and pay inquiries, insurance carriers, and travel information
- Created, maintained, and audited personnel records that adhere to filing plan regulation
- Processed awards and personnel requests and promotion requirements
- + Maintained 100% accountability for over 1,000 personnel records ensuring organizational readiness in preparation for deployment

PUBLIC AFFAIRS

- Briefed 250+ Soldiers on the rules, regulations, procedures, and common areas of Camp Douglas during a two week military training exercise
- Produced monthly newsletter for five months to distribute and inform Soldiers and their families of upcoming events, benefits, meetings, training schedules, and contact information
- Served as photographer and historian for military unit of 50 personnel on a monthly basis
- + Reinitiated monthly newsletter for the first time in two years so that families and Service Members would have the most up to date information

MENTOR

- Mentored and counseled personnel when necessary to maintain their health and well-being for the overall benefit of the team
- Trained, educated, and supported a Soldier in improving his physical fitness by conducting three to five work outs a week focusing on strength, endurance, cardio, and safety
- + Assisted subordinates with personal and organizational goals, developed team unity, and boosted morale to place first in company team building competition

EDUCATION

UW-Whitewater	Anticipated 05/2016
Masters in Business Administration with an emphasis in Human Resources	
Viterbo University	08/12 – 05/13
15 Credits towards a Masters in Business Administration	
Alverno College	08/06 – 05/09
Bachelor of Arts in Professional Communication	

PROFESSIONAL SKILLS AND TRAINING

Extraordinary Leadership Course- Management Development Center (40 hrs)	2013
Diversity Leadership Program- Leadership Foundry (40 hrs)	2013
Joint Task Force Command Training Course (40hrs)	2012
Comptroller Accreditation Fiscal Law Course (40hrs)	2012
Joint Forces Staff College- Advance Joint Professional Military Education (40hrs)	2006
Performance Measurement and Practical Applications Course (40hrs)	1998
Command and General Staff Course (1yr)	1996
Consultant Certification Course- Organizational Development Consultant (440hrs)	1995

HONORS, AWARDS AND SPECIAL ACHIEVEMENTS

Army Achievement Medal	Avon Foundation Scholarship
Army Certificate of Achievement	American Legion Auxiliary, Cook-Fuller
Army National Guard Certificate of	Unit 70 Scholarship
Appreciation	Alverno Academic Scholarship
Peer Advisor Certificate of Appreciation	Army Service Ribbon
Civic Leaders Service – Learning Certificate	National Defense Service Medal
of Appreciation	

VOLUNTEER EXPERIENCE

Juvenile Diabetes Research Foundation Donor, Walker, Captain, and Co-Captain	2005 – Present
Department of Military Affairs Affirmative Action Advisory Committee The Wisconsin Challenge Academy Representative	08/12 – 04/12
Alverno College Alumnae Association Board Member	08/10 – 01/13
Relay For Life Donor, Captain, and Co-Captain	2006 -2009

PROFESSIONAL AFFILIATIONS/ASSOCIATIONS

National Guard Association of the United States Life Member
Wisconsin National Guard Association Life Member
Veterans of Foreign War Life Member
American Legion Member
Member of the Field Artillery Association
127th Infantry Association Life Member
32nd Division Association Life Member

KNOWLEDGE/SKILLS/ABILITIES

1. Ability to write reports, policies, briefings, and various correspondences.

- Expertise in developing and implementing Microsoft Office PowerPoint presentations, briefings, memorandums, and marketing materials such as newsletters, brochures, and resource CDs through the use of Microsoft Office Word and Publisher and Adobe Photoshop and Illustrator
- Experienced in writing, revising, and editing effective policies and procedures
- Ability to gather salient and material facts from varying sources and through various mediums and make the appropriate recommendations
- Able to identify the internal and external politics that impact the work of the Army without overstepping boundaries

2. Ability to case manage, research, and analyze data.

- Manage personnel records, sensitive documents and material, and automated system activities
- Record, file, and manage personnel, equipment, and supply records
- Provides accurate accountability and reporting of all personnel and equipment
- Research and analyze data to implement effective solutions and improvement into programs

3. Ability to communicate with groups and individuals.

- Excellent interpersonal relations/oral and written communication skills
- Extensive communication and negotiation skills
- Managed and resolved conflicts and disagreements in a constructive manner
- Able to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Army
- Deal effectively with pressure and remain optimistic, vigilant and persistent under adversity

- Team oriented and influence others to translate vision into constructive action

4. Knowledge of organizational structures.

- Expert ability to perform work related to developing and maintaining relationships with stakeholders in various levels of government, private industry, and federal, state, and local agencies/organizations
- Ability to develop plans and organize work within an organization to facilitate the availability of various resources
- Experienced in researching and preparing budget proposals and expenditures
- Implements and complies with safety and physical security of all locations

5. Knowledge of procedures to analyze problems, identify significant factors, gather pertinent data and recognize solutions.

- I identify and analyze problems; weigh relevance and accuracy of information; generate and evaluate alternative solutions; and make sound recommendations
- My expert ability to track and compile data and statistics for measuring results and impacts and for performance-based reporting
- I have extensive experience in collecting, analyzing, evaluating, and disseminating sensitive information
- Three years experience with the Military Decision Making Process (MDMP) in a combat, training and simulated environment

Core Skills:

- Demonstrated ability to analyze information identifies significant factors, gather pertinent data, and develop solutions
- Successful hands-on experience in operations management, planning, workflow organization, space utilization, research, analysis, and investigations
- An effective problem-solver with excellent organizational and time management skills; capably liaises and manages business relationships
- Recognized for ability to educate, train, lead, evaluate, and motivate personnel at all levels

Strengths:

- Consistently perform critical roles in ensuring the readiness of staff and systems to support operations and organizational objectives
- Promote a hardworking collaborative environment with excellent team building skills; fosters enthusiasm with a focus on achieving company goals
- Communicate effectively orally and in writing with strong presentation skills

REFERENCES AVAILABLE UPON REQUEST