

# NAME

ADDRESS: XXXXXXXXXXXX, CONESTOGA, PENNSYLVANIA 17516

PHONE: XXX.XXX.XXXX EMAIL: XXXXXXXXXXXX@GMAIL.COM

## HUMAN RESOURCES MANAGER

XXXXXXXXXX

JOB ANNOUNCEMENT NUMBER: XXXXXXXXXXXX

SERIES AND GRADE: XXXXXXXXXXXX

SOCIAL SECURITY NUMBER: XXXXXXXXXXXX

### QUALIFICATIONS PROFILE

Goal-driven, performance-focused, and results-oriented human resources professional, offering comprehensive experience and hands-on skills in personnel training and development and program management within the military setting. Highly experienced in creating effective organizational plans, executing recommendations, as well as structuring and facilitating comprehensive training to achieve maximum operational performance. Known for solid work ethic and hard-earned reputation for engaging leadership along with outstanding management skills.

### KNOWLEDGE, SKILLS, AND ABILITIES

- ✓ Led the successful execution of military-related services and standard operating procedure for recruitment, organizational development activities, personnel training, and program management
- ✓ Exemplified sound knowledge of various programs and initiatives in the areas of personnel management and organizational development; which allowed for sustained proactive interaction with individuals throughout the institution, as well as the resolution of numerous complex human relation issues
- ✓ Obtained in-depth knowledge of military organizational division and environment, which included armed services and military commands
- ✓ Demonstrated proficiency and support in assessing technical and detailed information to evaluate military personnel classification, compensation, and benefits

### PROFESSIONAL EXPERIENCE

XXXXXXXXXX, 4409 Northwest Anderson Hill Road, Silverdale, WA 98383

#### Noncommissioned Officer

Jan 2017–Present

Supervisor: Name

Contact Number: Do Not Contact

Hours per Week: 40-50 Hours

Annual Salary: \$70,000

- Closely monitor the performance of three junior soldiers in all military activities, which include training, supervision, and accountability for all daily tasks
- Assume full responsibility in maintaining relevant Security Clearance information of more than 200 personnel, while handling and generating key intelligence products
- Conceptualize and facilitate effective training plans through presentations, demonstration, and lectures
- *Made significant contribution and strategic insights as primary assistant manager in all operations of the brigade-level S2 (intelligence officers)*

#### Intelligence Analyst

May 2012–Dec 2016

Supervisor: Name

Contact Number: Do Not Contact

Hours per Week: 40-50 Hours

Annual Salary: \$60,000

- Reviewed significance and reliability of incoming information, while incorporating information with current holdings to support situation map preparation
- Assisted the combat commander in preparing all-source intelligence products
- Provided hands-on support in developing and maintaining systematic and cross-referenced intelligence records and files, while handling the process of incoming reports and messages
- Assessed intelligence holdings to identify changes in enemy capabilities, vulnerabilities, and possible action

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- Served as county and geographic area specialist in delivering geographic, cultural, and situational awareness of the battle space to the commander
- Processed reports into military intelligence through expert proofreading and assembly
- Led the collection, analysis, and dissemination of strategic and tactical intelligence across the organization

## ADDITIONAL EXPERIENCE

XXXXXXXXXX, 4409 Northwest Anderson Hill Road, Silverdale, WA 98383

### Patient Services Representative

Oct 2018–Present

Supervisor: Name

Contact Number: Do Not Contact

Hours per Week: 40-50 Hours

Annual Salary: \$50,000

- Observe strict compliance with Health Insurance Portability and Accountability Act (HIPAA) regulations in transferring and storing all patient information
- Take charge of verifying and updating insurance for appropriate billing using various sites and accounts, while obtaining authorizations for physician ordered labs and imaging through insurance sources
- Automate the process for maintenance, data entry, and scanning of forms and digital charts

## EDUCATION

### Bachelor of Science in Social Science, Fall 2017

XXXXXXXXXX | Adelphi, MD 20783

### Associate of Arts in General Studies, GPA: 3.8/4.00 | May 2007

XXXXXXXXXX | Adelphi, MD 20783

### High School Diploma, GPA: Score/4.0 | May 2005

XXXXXXXXXX | Incline Village, NV 89451

## PROFESSIONAL DEVELOPMENT

May 2016	Smartforce (Army E-Learning Course)
May 2016	Individual Readiness Training
Jan 2016	A Code of Conduct Training
Aug 2015	Case Studies in Terrorism
Aug 2015	Supervisor Development Course (SDC)
Mar 2013	Delayed Entry Program
Feb 2013	Intelligence Analyst
Jan 2013	Reception Battle Attrition
Jan 2013	Basic Combat Training
Dec 2012	Epic Training for Health Care Professionals (Administrative and Clinical Charting)

## AWARD AND HONORS

Jan 2016	Army Achievement Medal
Aug 2015	Good Conduct Medal
Aug 2015	National Defense Service Medal (NDSM)
Mar 2014	Combat Action Badge (CAB)
Feb 2014	Global War on Terrorism Service Medal (GWOTSM)
Jan 2014	Army Service Ribbon (ASR)
Jan 2014	North Atlantic Treaty Organization (NATO) Medals