

JOSEPH BLOGGS

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SUMMARY

A highly motivated professional with over 10 years of extensive military experience in management, development and administration. Possess excellent performance in Human Resource Management, Plans and Operations, Manpower and Organization Management Analysis and Personnel/Program Management. Skilled in various qualitative and quantitative techniques, with outstanding ability to provide leadership, mentoring and easily establish productive long-term partnership. Manage the coordination of multiple procedures with in-depth research of everyday activities. Expert in process improvement with strong analytical, critical thinking skills.

CORE SKILLS

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|---------------------------|------------------------|-------------------|
| ➤ Analysis and Research | ➤ Program Management | ➤ Engineering |
| ➤ Process Improvement | ➤ Computer Proficiency | ➤ Human Recourses |
| ➤ Training | ➤ Organization | ➤ Communication |
| ➤ Concept Evaluation | ➤ Decision-making | ➤ Problem-Solving |
| ➤ Scheduling and Planning | ➤ Risk Assessment | ➤ Team Work |
| ➤ Negotiation | ➤ Paperwork Handling | ➤ Leadership |

AREAS OF EXPERTISE

LEADERSHIP AND SUPERVISION

- Supervised Tasking, Training Management, Plans and Operations Branch, as well as the Antiterrorism, Force Protection and Physical Security Branch effectively.
- Oversaw the Branch Chief on the development of the command Annual Training and perform command level activities, special and organizational events, command and retirement ceremonies, Continuity of Operation Plans (COOP), President of the United States (POTUS) commissioning ceremonies, and commander conferences proficiently applying leadership, training and mentorship skills.
- Guided 28 military and civilian personnel, three staff sections, controlled contract implementation for applicant meals, lodging, and transportation.
- Managed annual budget exceeding \$1 million, administrated accountability and maintenance for property worth over \$750K, GSA vehicles fleet.
- Supervised community leaders and educators on the Career Exploration Program and proficiently presented Career Exploration Seminars at high schools.

PLANNING AND EFFICIENCY ENHANCEMENT

- Approved the release of the Commanding General for signature, control the Command Unit Status Report and Quarterly Training Review briefs for the Chief of Staff and Commanding General, USACC.
- Handled hiring procedures, such as recruitment, selection on boarding, evaluations and awards, planned and implemented disciplinary procedures, labor relations, Equal Employment Opportunity (EEO).
- Developed plans to integrate training, procedures and assumed the responsibilities of a manager under the Managers' Internal Control Program (MICP).

- Demonstrated significant experience in EEO and professional development programs and developed strong partnerships due to analyzing, developing and process improvement.
- Enhanced personnel readiness for the executive support staff by realizing curriculum and successfully guided family readiness programs to support over 700 families.
- Provided assistance and services for over 20,000 Personnel Service Support, Postal, Finance, Army & Air Force Exchange Service, and Morale, Welfare and Recreation Programs through closely collaboration with six Brigade Combat Team S-1s and 40 Military Transition Team/ Assist and Advise Brigade.

WORK HISTORY

US Army, USA OPERATIONS OFFICER, G3	(August, 2014 - Present)
Military Command, USA EXECUTIVE OFFICER	(December, 2012 - August, 2014)
2 nd Battalion, GA PERSONNEL OFFICER	(December, 2008 - December, 2012)

EDUCATION

WEBSTER UNIVERSITY, St. Louis, MO | December, 2011
Master of Arts, Human Resource Management, Minor-Business Administration

UNIVERSITY OF MINNESOTA, Crookston | December, 2002
Bachelor of Science, Applied Studies

COLLEGE OF THE AIR FORCE, Maxwell Air Force Base | October, 1998
Associate of Arts, Electronic Principles

TECHNICAL SKILLS

Microsoft Office Suite • PC and Macintosh Proficient • Automated Time Attendance and Production System (ATAAPS) • Defense Travel System (DTS) • Defense Civilian Personnel Data System (DCPDS) • PCOLS (Fiscal Management) • CPOL Online (Civilian Personnel Management) • DCO (Distance Learning/Conferencing System) • Integrated Personnel and Pay System-Army (IPPS-A) • TOPMIS, TOPMIS II • Enlisted Distribution Assignment System (EDAS) account • Access on Line (Government Purchase Card management) • Blackboard, SharePoint

MILITARY TRAINING

- Adjutant General Advanced Human Resources [insert the year]
- Human Resources for Supervisors [insert the year]
- Air and Space Basic Course [insert the year]