

JESSICA CLAIRE

100 Montgomery St. 10th Floor
(555) 432-1000 - resumesample@example.com

SUMMARY

A combat veteran with an active DoD Top Secret / Sensitive Compartmented Information clearance looking to serve as a Human Resources Professional in your company. A qualified Associate Professional in Human Resources (aPHR) with over six years of professional military experience specializing in Human Resources, management, teamwork, and leadership. It is time to translate my combat-tested administrative and data-focused leadership expertise in the Human Resource function, to serving those who currently make your company great.

SKILLS

- Databases & Microsoft Office
- Attention to Detail
- Training & Development
- Positive Employee Relations
- Performance Management
- Teamwork & Collaboration
- Technological Aptitude
- Strong Organization and Communication Skills
- Strategy
- Critical Thinking & Problem Solving

EXPERIENCE

- 10/2020 to Current **Human Resources Officer**
City Of Tuscaloosa, AL – Tuscaloosa, AL
- Manage and mentor a team of four soldiers to effectively employ the Human Resources function for an organization of over 700 personnel
 - Direct the organization’s functions within critical personnel databases, personnel readiness, personnel accounting and strength reporting, casualty and replacement operations, personnel information, and postal operations management
 - Oversee evaluation reports to ensure accuracy, timeliness, and processing; oversee and manage personnel records
 - Establish policies and procedures concerning personnel issues such as Standard Operating Procedures and policy letters
 - Oversee the organization’s morale, awards, Equal Opportunity, and safety programs
 - Provide individual customer service to employees in the areas of personnel and finance, and monitor the organization’s climate to advise the supervisor on relevant issues
 - Coordinate all aspects of personnel, finance, information, and legal services support
 - Provide or coordinate for correspondence, classified document control, forms and publications management
- 09/2019 to 10/2020 **Company Commander**
United States Army Reserve – City, STATE
- Managed an organization of 130 soldiers specialized in logistics, transportation, military police customs, and mortuary affairs; spread across eight different locations throughout Afghanistan
 - Responsible for the overall readiness, safety, training, morale, health, welfare, and discipline of all personnel, and the trust and support of their families
 - Maintained responsibility for planning, developing, and executing, training programs and events in support of mission execution
 - Developed creative, yet effective, systems to maintain overall mission readiness while fostering a positive climate for all
 - Worked to train, deploy, redeploy, and retain personnel to be effective
 - Held individuals accountable by launching investigations into misconduct, and effectively employing the Uniform Code of Military Justice within my authority
 - Activated, developed, and maintained the Family Readiness Group from the ground up to support family members
 - Maintained 100% accountability of all assigned personnel through one ground attack and over 100 indirect fire attacks
 - Built team cohesion among people from different backgrounds and experiences; fostered a climate of respect and dignity; incorporated wellness programs for personnel, including development of a "traveling" behavioral health clinic to promote mental health awareness among soldiers
 - Awarded the Army Commendation Medal with Combat Device for meritorious service
 - Awarded the Army Achievement Medal with Combat Device for outstanding achievement in response to a complex sustained ground attack on Bagram Airfield, Afghanistan in December 2019
- 01/2018 to 09/2019 **Company Commander**
United States Army Reserve – STATE
- Managed over 200 soldiers among the two organizations specialized in logistics and Human Resources across three different states
 - Commanded the 387th Human Resources Company consisting of 147 personnel, and was subsequently selected to serve in Command of the 329th Combat Sustainment Support Battalion Headquarters Company to prepare and lead Soldiers abroad in a combat zone
 - Trained over 200 personnel on logistics and Human Resources readiness in preparation for a combat deployment to Afghanistan, and deployments to Kuwait, Qatar, Iraq, and Jordan
 - Maintained the health and welfare of all personnel assigned to the organization
 - Kept up-to-date on mission objectives by researching intelligence targets to understand their significance in the geopolitical context
 - Maintained 100% accountability of all assigned equipment worth more than 20 million dollars
 - Communicated urgent orders and directions effectively
 - Successfully coordinated the training, preparation and logistical movement to deploy and redeploy 169 personnel in support of operations in the Middle East

EDUCATION AND TRAINING

- 05/2015 **Bachelor of Arts: Criminology And Criminal Justice**
University Of South Carolina - Columbia, South Carolina
- Army Reserve Officers' Training Corps (ROTC) Scholarship Recipient
 - Dean's List Honoree Fall 2011, Fall 2013 & Summer 2014
 - President's List Summer 2014
 - Received commission as an officer in the Army from ROTC
 - Recipient of the Edward J. Murphy Leadership Award presented by the University of South Carolina's Army ROTC program

CERTIFICATIONS, ACCOMPLISHMENTS, AND AWARDS

- Associate Professional in Human Resources (aPHR)
- Active Top Secret/Sensitive Compartmented Information Security Clearance
- Promoted to the rank of Captain, United States Army Reserve, on October 5, 2020
- Military medals include the Army Commendation Medal with Combat Device, Army Achievement Medal with Combat Device, Army Achievement Medal, Army Reserve Components Achievement Medal, National Defense Service Medal, Afghanistan Campaign Medal with Bronze Service Star, Global War on Terrorism Service Medal, Armed Forces Reserve Medal with Mobilization Device, Army Service Ribbon, Army Overseas Service Ribbon, North Atlantic Treaty Organization Medal, and Army Meritorious Unit Commendation Medal
- COL Robert L. Manning Award for Human Resources excellence presented by the United States Army's Adjutant General Corps
- Commander's Award for Civilian Service for volunteer service as a Family Readiness Group leader
- Shield of Sparta - Heroine of the Infantry for volunteer service in support of the Army Infantry
- Master Resilience Trainer for the United States Army
- Mobilization Planning Data Viewer
- Composite Risk Management and Commander’s Safety Course