

JESSICA CLAIRE

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- ☎ (555) 432-1000
- 📍 100 Montgomery St. 10th Floor

SKILLS

- Student records management
- Performance assessment
- Student counseling
- Career advising
- Student research guidance
- Academic advisement
- Talent Management
- Maintaining Files
- Sorting And Labeling
- Office Administration
- Recruitment
- Hr Policies

EDUCATION

Purdue University Global
West Lafayette, IN • 03/2021
M.S: Homeland Security and
Emergency Response

Purdue University Global
West Lafayette, IN • 06/2020
Bachelor of Science: Liberal
Studies

Sonoran Desert Institute
Scottsdale, AZ • 04/2019
Associate of Science: Firearms
Technology

CERTIFICATIONS

- Army Instructor
- Military History Instructor
- Unit Prevention Leader
- Equal Opportunity Leader

PROFESSIONAL SUMMARY

A successful and proven leader seeking the Human Resources Assistant position in Tuscaloosa, Alabama advertised on the USAJOBS website. With 26 years of military experience with a comprehensive background in the human resources environment and provided administrative support to various commands. Bring a solutions-focused approach, a devoted work ethic, and a customer focus to the organization.

WORK HISTORY

United States Army - Senior Military Science Instructor
City, STATE • 07/2016 - 05/2021

- 40+hours weekly.
- Interprets and applies DA, TRADOC, and Cadet Command regulatory and policy guidance, University policies.
- Prepares enrollment and contract documents for students enrolling in basic and advanced ROTC courses.
- Monitors and reports on Cadre MEDPROS status.
- Instructs cadets in Military Science courses, senior enlisted advisor to Professor of Military Science (PMS).
- Advised PMS on all Military cadres, Civilians, and Cadet actions, discipline, and awards recommendations.
- Monitors financial documentation for staff pay, travel authorizations, and travel vouchers.
- Monitors Cadre Army Training Requirements and Resource System (ATRRS) and ensured cadres were properly certified through Army Schools.
- Monitors Cadet lifecycle performance and academic transcripts, transfer credit, GPA, tuition and fees, academic major, class rolls, and student contact information are in continued compliance.
- Monitors security clearance submission of Cadets ensuring they complete eQUIP submission and fingerprinting.
- Monitors Cadet Summer travel operations to include preparing medical and personnel documentation and, equipment inspections for Basic Camp, Advanced Camp, OPFOR, CTLT, and CULP.
- Monitors personnel accountability, record maintenance, uploading to OMPF information into interactive Personnel Electronic Records Management System (iPERMS) for the cadre.
- Assisted with accession documentation and ensured it was accurate and complete for cadets to be properly accessed for component, branch, additional duty service obligation, and duty station preferences.
- Ensures commissioning documentation is accurate and facilitates commissioning ceremony.
- Served as point of contact for National Guard and Army Reserve recruiters.
- Evaluated and supervised student activities and performance levels to provide reports on academic progress.

United Stated Army - First Sergeant
City, STATE • 08/2012 - 07/2016

- 60+ hours weekly.
- Supervised Battalion staff on thedevelopment of reports and presentations to analyze unit strengths, weaknesses, and propose actions to correct deficiencies.
- Planned, coordinated, and implemented strategic and administrative training including officer and enlisted professional development, medical readiness, deployment readiness, and individual technical proficiency.
- Supervised the battalion administrative and personal actions including awards, promotions, demotions, pay inquiries, counsels, ceremonies, SOPs, and appointment memos.
- Supervised the preparation and review of military personnel actions to include Noncommissioned Evaluation Reports (NCOER) and Officer Evaluation Reports (OER).
- Oversaw the management and handling of confidential military personnel files.
- Supervised the management of leave and leave control for unit.
- Supervised the management and maintenance of military personnel records to include Official Military Personnel File (OMPF), interactive Personnel Electronic Records (iPERMS), and electronic Military Personnel Office (eMILPO).
- Monitored MEDPROS for the company and advised command and staff of individual and/or unit readiness status.
- Coordinated with medics to update soldier readiness files.
- Served as a board member during promotion boards for enlisted members.
- Deployed twice to Afghanistan as a First Sergeant.
- Operations Sergeant, Sergeant First Class, 19K40, United States Army Camp Shelby, MS January 2010 - July 2012; 60+ hours weekly.
- Operations Sergeant of an organization supporting 10K+ Reserve and National Guard Soldiers utilizing Camp Shelby to complete required pre-deployment training.
- Served as 24/7 Brigade emergency point of contact for units training on Camp Shelby.
- Planned and facilitated training for Brigade size elements and SFAAT teams.
- Served as the Brigade Master Gunner responsible for land and ammunition requests for any unit training on Camp Shelby.
- Developed a clearly defined process and procedures book ensuring continuity for the position.
- Managed and tracked NCO evaluations and submitted them online to HQDA through EES.
- Army Training Requirements and Resource System (ATRRS) unit manager.
- Assumed the role of S3 Sergeant Major in their absence.

United States Army - Brigade Operations Sergeant
City, STATE • 01/2010 - 07/2012

- Operations Sergeant of an organization supporting 10K+ Reserve and National Guard Soldiers utilizing Camp Shelby to complete required pre-deployment training.
- Served as a 24/7 Brigade emergency point of contact for units training on Camp Shelby.
- Planned and facilitated training for Brigade size elements and SFAAT teams.
- Served as the Brigade Master Gunner responsible for land and ammunition requests for any unit training on Camp Shelby.
- Developed a clearly defined process and procedures book ensuring continuity for the position.
- Managed and tracked NCO evaluations and submitted online to HQDA through EES.
- Army Training Requirements and Resource System (ATRRS) unit manager.
- Assumed the role of S3 Sergeant Major in their absence.