

# Ferdinand Detres Jr

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## WORK EXPERIENCE

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### U.S. Army

**Ft. Bragg, NC**

*Public Affairs Specialist*

*May 2010 – Present*

- Planned and held bi-monthly board meetings with senior management; outlining the organizations public relations intent, planned activities, media quarries, and implementation of public affairs guidance.
- Planned, implemented, and coordinated public relations training for international employees in an austere environment outside the U.S.
- Managed the organizations 5,000 employee social media page; consulted and briefed senior management bi-weekly on social media analysis.
- Coordinated with external and internal media publishers for content distribution; Established community relationships using media resources to strengthen our organizations positive presence in the community.
- Coordinated with senior executives to establish key messages for the appropriate audiences given the situation; scripted, published, edited and distributed senior managements intents and information through various lines of communication.
- Produced and edited press releases, news stories, feature stories of internal and external community events resulting in 30 published stories and over 200 photos world wide.

### U.S. Army

**Fort Bragg, NC**

*Human Resource Supervisor*

*Oct 2006 – May 2010*

- Assisted with the establishment and development of the units standard operating procedures for the Human Resources section which directly supervised the operations of five subordinate commands.
- Supervised and trained three section leaders who were responsible for the processing of awards, retirements, job placements, training, disciplinary actions and personnel actions of 200 employees into the human resource information system.
- Monitored and worked various human resource information systems to pull queries for the purpose of requisitioning employees from a pool of qualified candidates to fill positions throughout the organization.
- Expertly implemented training techniques and proper reporting procedures of personnel which led to a 30% decrease in reporting errors of 425,000 Soldiers, civilians and department of defense workers.
- Conducted monthly audits of employee promotions to assure all the necessary information they provided were up to date and legitimate while keeping with company regulations.
- Maintained strict accountability without incident of over \$100,000 worth of operational equipment while relocating the human resource department four times outside the U.S.
- Provided expert training and advice as the subject matter expert in personnel accountability procedures during two human resource international conferences.
- Directly managed the Army Emergency Relief Campaign for five subordinate commands with a strength of 8,000 employees who contributed over \$50,000. Received an award for exceeding the mission goal and 100% accountability of contribution funds.

## EDUCATION

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### DEFENSE INFORMATION SCHOOL

**Ft. Meade, MD**

*Public Affairs Specialist-, Dec 2011 - Apr 2012*

### U.S. ADJUTANT GENERAL SCHOOL IN HUMAN RESOURCES

**Ft. Jackson, SC**

*Human Resource Specialist-, Oct 2006 - Dec 2006*

### U.S. ARMY QUARTERMASTER SCHOOL

**Ft. Lee, VA**

*Automated Logistical Specialist-, Oct 2001 - Jan 2002*

## ADDITIONAL SKILLS

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- Secret security clearance
- Bilingual; Spanish and English
- Knowledge of Associated Press writing style, press releases, media practices, photography, editing and copyrighting of print and photographic material.
- Experienced in researching material unfamiliar to myself, while effectively creating training aides and classes through computer software to train employees.
- Knowledge of several cultures, customs and courtesies, with time living abroad in South Korea, Iraq, Kuwait, United Arab Emirates and several latin countries.
- Proficient in Microsoft excel, powerpoint, word, access; Adobe lightroom, photoshop and frontpage.

## **PUBLICATIONS**

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- Medal of Honor recipient retires after 44 years of service<http://bit.ly/1QzqbIx>
- Corps of Engineers works with NY Dept of Sanitation in debris removal<http://bit.ly/1jRT6uh>
- DLA working with local authorities in wake of Hurricane Sandy<http://1.usa.gov/1SRiuMV>
- Previously managed FB page; <https://www.facebook.com/2IDSustainmentBrigade>