Margaret E. McBreairty 33 Walker Brook Rd, Allagash, Me. 04774 207-398-2844 memcbreairty@yahoo.com

**EXPERIENCE:**

*Dec 11 – Dec 12 IAP/RMS Shindand AB, Afghanistan Monitor Administrative Support*

* Promoted to Assistant Site Manager
* Promoted to full time site administrative support for 120 expats
* Explain Company policies and directives
* Coordinate all HR functions for the site
* Expense Reports to include certification
* Developed Continuity Book
* Timesheets and certification
* Scheduling of monitors to projects
* Distribution of projects to supervisors
* Scheduling of vacations to minimize mission impact
* Daily Reports to Include SitRep’s, Personnel Tracking, and Manning Accountability
* Developed Property Book
* Conducted Inventory on CFE to include property identification/tagging
* Hand Receipts
* Electronic filing and consistency of file naming convention

*May 09 – Feb 10 EOD Technology, Inc Baghdad, Iraq Field Administrative Officer*

* Administrative support for multinational personnel
* Scheduled Ground Movement Requests
* Serious Incident Reporting
* Established comprehensive and consistent electronic filing for admin
* Coordinated daily with other sites and company headquarters
* Petty Cash of $50,000.00 per month
* Developed continuity book
* Trained multiple personnel in admin

*Sep 07-Sep 08 Versar International Assistance Projects (VIAP) Baghdad, Iraq Administrative & Personnel Manager*

* Supervised and managed Document Control staff and Admin Staff
* Developed and implemented HR policies where none existed
* Conducted interviews for new hires
* Entered assigned personnel into the Synchronized Pre-deployment and Operational Tracker (SPOT)
* Sponsored MNF-I badging
* Developed and implemented employee recognition program
* Transitioned to all electronic filing saving the company substantial money in terms of equipment, supplies and manpower
* Edited audits on projects prior to release to the Air Force
* Promoted from Document Control Manager to Administrative & Personnel Manager

**MILITARY EXPERIENCE:**

*Apr 79-Jun 89 US Air Force Global Inventory Management Specialist*

* Honorable Discharge
* Supply and Warehouse management
* Stock Control for four years
* Supply liaison to Vehicle Maintenance, Communications and Civil Engineering
* Supervised both Military and Civil Servant Personnel

**EDUCATION:** Project Management Certified

Six Sigma Green Belt Certified

University of Maine at Fort Kent – Appx 118 Credits

**SKILLS AND ASSETS:** Microsoft products, SharePoint, Internet, Skilled in team building and training, exceptional organizational skills, methodical, effective communications both verbal and written, professional at all times, work well independently as well as in a team environment, quick learner.