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| **HUMAN RESOURCES**  **Generalist | Specialist | Recruiter** |

**Competent Human Resource professional** with strong academic background in Human Resource Management. A solid reputation of providing significant contributions toward organizational effectiveness and business essential services. Notable success supporting a broad range of initiatives while participating in planning, and implementation of solutions in support of human resource objectives.

**CORE COMPETENCIES**

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| * Proactive | * Analytical Thinking | * Safety Conscious |
| * Results Focused | * Broad Perspective | * Strong Performer |
| * Solution Seeker | * Diversified | * ­Highly Competent |

**EDUCATION**

STRAYER UNIVERSITY, Augusta, GA

**Master of Science in Human Resources Management | Generalist**

GPA 3.83 **|** Conferred May 2016

**HUMAN RESOURCES COURSE ACHIEVEMENTS**

|  |  |  |
| --- | --- | --- |
| * Employee and Labor Relations | * HRIS | * ­Strategic Human Resource Management |
| * Compensation and Benefits | * Business Employment Law | * Human Resource Management Foundations |
| * Total Rewards * Ethics and Advocacy | * Talent Management * Performance Management | * Managing Human Resource Projects * Human Resource Management Capstone |

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| COLLEGE HONOR SOCIETIES / CERTIFICATE OF ACHIEVEMENT |

**Alpha Chi National Honor Society | Golden Key International Honor Society –** 2016

**Contract Law - Certificate | HarvardX**, **Harvard University** **edX** - 2016

**WORK EXPERIENCE**

The Washington Center, Washington DC 2014

**HR Assistant | Internship**

* Observed alternative dispute resolution processes.
* Contributed to the development of job descriptions.
* Performed data analysis and gained good perspective on customer service analytics.
* Gained familiarity with employment laws.
* Assisted with clerical support tasks.

Fluor / ITT Exelis – Bagram, Afghanistan 2010 - 2012

**Administrative Assistant**

* Served as the primary point of contact for all levels of management, employees, and customers.
* Disseminated job vacancy announcements, collected, and reviewed resumes for minimum requirements.
* Maintained organizational charts, updated daily personnel status reports, and reported HR data.
* Tracked arrival dates of new hires and maintained employee electronic files.
* Organized and facilitated new hire orientations and secured required housing.
* Organized mandatory HR compliance trainings for 300 employees, site meetings, and recorded the minutes.
* Provided the guidance for employee conflict resolution.
* Arranged employee vacation flight travels. Performed other duties in support of task orders.

CSA Limited, Camp Arifjan, LOGCAP (OEF) ASG-Kuwait

**Operations Coordinator II⏐Maintenance Coordinator** 2009–2010

**Senior Supply Technician⏐Information Management Officer (IMO)** 2007–2009

**Supply Technician⏐Weapons and Munitions** 2006–2007

**Supervisor Maintenance Support** 2005–2006

**Lock Shop Coordinator⏐Secondary Property Custodian** 2005

* Disseminated work order assignments to 194 tradesmen that included carpenters, electricians, plumbers, HVAC technicians; and oversaw special projects.
* Contributed to the development of job descriptions, performance work statements, standard operating procedures (SOPs), maintenance / cleaning subcontracts. Compiled CAP (Contract Acquired Property) and GFE (Government Furnished Equipment) schedules.
* Responded to Defense Contract Management (DCMA) and Quality Assurance / Quality Control (QA/QC) corrective actions. Conducted scheduled and non-scheduled self-audits.
* Administered the use of FEDLOG and catalogs in identifying orders of supplies and equipment; established and cultivated partnerships with employees and local vendors.
* Took charge of procurement functions. Tracked purchase requisitions and managed a $2M USD annual budget.
* Developed partnerships with local vendors.
* Leased heavy asset equipment. Maintained equipment preventive maintenance checks for operational readiness.
* Managed the work order control system and ensured warehouse supplies were replenished for the Army’s Directorate of Public Works (DPW).
* Researched property issues, assessed damages, and resolved hand receipt discrepancies.
* Secured the physical custody of weapons and munitions.
* Managed locksmith work orders and oversaw the performance of locksmith duties. Maintained the security and physical custody of keys for all base facilities.
* Maintained organizational charts.

**COMPUTER SKILLS –** Microsoft Word, Excel, Power Point, Outlook