# Availability:

Job Type: Permanent, Telework

Work Schedule: Full-Time, Multiple Schedules

MS. Aileen Alisha Beard

PSC 560 Box 460

APO, AP 96376 US

Mobile: +81 08064978353 - Ext:

DSN: (315)644-5815 - Ext:

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Desired locations:

United States - *AZ* - Tucson United States - CO - Colorado Springs United States - GA - Savannah United States - NC - Raleigh United States - SC - Charleston United States - SC - Columbia United States - TX - San Antonio United States - WA - Tacoma Japan - Okinawa island Germany

Work Experience:

United States Army

Torii Station, Okinawa Japan APO , AP 96376 United States 0712014 - Present

Salary: 21,325.00 USO per Year Hours per week: 50

Human Resource Specialist

Duties, Accomplishments and Related Skills:

Serves as Senior Human Resources Specialist performing duties in accordance with established instructions, regulatory guidance, local policy, etc. Maintains and ensures security of sensitive· documents and files, i.e., Military Personnel Records, Passport and Visa's, Reassignments, Awards, Promotion, Personnel Actions, Separation documents, eMILPO, SRP, ID Cards/DEERS, Casualty Documents etc., for work section. Identifies and analyzes problems related to the work, determines the interrelationships involved, and determines the appropriate methods and techniques needed to resolve these matters and provides guidance to members under supervision. Informs supervisory chain and seeks guidance

for complicated or short-fuse issues that cannot be resolved at current level. Provides technical support in the development and execution of plans for the section. Resolves the more complex military personnel cases involving policies and procedures regarding rewards, evaluations, extensions, military schools, reports, and other military related personnel actions, to include the control and implementation of career altering procedures of affected soldiers.

Plan, coordinate, and provide guidance to installation and tenant activity operating officials on military planning and management maters. Provide technical and policy expertise regarding military programs. Review, analyze and interpret regulations, directives, policies and reports pertaining to military personnel matters. Extensive experience with Microsoft Office (Word, Power point, Excel, and Access). Resolve

customer complaints and answer customers' questions regarding policies and procedures. Supervise the work of office, administrative, or customer service employees to ensure adherence to quality standards, deadlines and proper procedures, correcting errors or problems. Knowledge of personnel functions to include-recruitment, position

management, classification and training matters.

Provide employees with guidance in handling difficult or complex problems and in resolving escalated complaints or disputes. Provide technical advice and guidance on a wide variety of military human resources programs such as strength management, personnel readiness, retention, replacement operations, awards, records management, evaluations, accessions, separations, personnel actions. Discuss job performance problems with employees to identify causes and issues and to work on resolving

problems. Advise and serve as point of contact on a variety of substantive, procedural, policy matters pertaining to such personnel functions as recruitment, position

management and classification, employee awards and training. Train and instruct employees in job duties and company policies or arrange for training to be provided. Evaluate employees' job performance and conformance to regulations and recommend appropriate personnel action.

Perform research on program related issues and drafts proposals on program initiatives for presentation to senior leaders. Review records and reports pertaining to activities such as production, payroll, and shipping to verify details, monitor work activities, and

evaluate performance. Assist in developing personnel plans to support mobilization, deployment, and military support to civil activities. Interpret and communicate work procedures and company policies to staff. Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, and employee leaves of absence. Explain company personnel policies, benefits, and procedures to employees.

Record data for each employee, including such information as addresses, weekly earnings, absences, supervisory reports on performance, and dates of and reasons for terminations. Gather personnel records from other departments or employees. Examine employee files to answer inquiries and provide information for personnel actions. Answer questions regarding examinations, eligibility, salaries, benefits, and other pertinent

information. Compile and prepare reports and documents pertaining to personnel activities. Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers. Compute, record, and proofread data and other information, such as records or reports. Type, format, proofread, and edit correspondence and other documents, from notes or dictating machines, using computers or typewriters. Complete work schedules, manage calendars, and arrange appointments. Review files, records, and other documents to obtain information to respond to requests.

Ability to research, interpret and apply policies, laws, and regulations as they apply to a wide range of administrative and budgetary issues. Ability to independently organize work, set priorities, and complete assignments within established time frames.

Supervisor: Freddie Martinezgarcia (315-644-5815)

Okay to contact this Supervisor: Yes

Torri Station Tax Preparation Torii Station

Okinawa , AP 96376 United States

# 12/2015 - 04/2016

Salary: 21,234.00 USD Per Year Hours per week: 40

Taxwise Specialist

Duties, Accomplishments and Related Skills:

Processed tax returns for the fiscal year 2017 and processed over 3,000 personal tax returns to civilians and military personnel. Saved customers approximately $22,000 total in savings.

Supervisor: Rudolph Wartella (080-6490-6643)

Okay to contact this Supervisor: Yes

Tincher Child Development Center 4122 Bragg Rd

Fort Sill, OK 73503 United States

# 05/2010 - 01/2014

Salary: 13.95 USD Per Hour Hours per week: 35

child and Youth Program Specialist

Duties, Accomplishments and Related Skills:

Encouraged good behaviors using the positive reinforcement method,e stablished a safe play environment for the children, i

nstructed children on proper health and personal habits.

Organized and engaged in recreational activities such as games and puzzles. Communicated openly with children's parents about daily activities and behaviors. Continually kept abreast of toy and child-related recalls and safety warnings.

Meticulously sanitized toys and play equipment, and m

onitored each student's educational progress with individualized charts and files. Supervisor: Carrie Martin (580-585-2646)

Okay to contact this Supervisor: Yes

Education:

Cameron University Lawton, OK United States High School or equivalent

Credits Earned: 50 Semester hours

Major: Communications Minor: Public Relations Relevant Coursework, Licenses and Certifications: English Comp 1 and 2

Public Speaking

Introduction to Speech

Job Related Training:

Customer Relations Course 01/23/2014

Human Resources Advanced Training 05/26/2014

Tax wise Tax Preparer course (IRS Tax Certification) 01/16/2016

Quality Assurance Course 04/11/2014

Quality Control Course 11/2012015

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**References:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name  Carrie | Employer  Tincher Child | Title  Assistant | Phone  580-585- | Email  [carrie.e.martin.naf@mail.mil](mailto:carrie.e.martin.naf@mail.mil) |
| Martin (\*) | Development Center | Director | 2646 |  |
| Tracy | Tincher Child | Lead Child | 580- | [Tcs518@aol.com](mailto:Tcs518@aol.com) |
| Houston- | Development | and Youth | 6958173 |  |
| Sutton (\*) | Center | Program |  |  |
|  |  | Assistant |  |  |
| Faafetai | United States | Human | 7575709225 | [tj.taliulu2@gmail.com](mailto:tj.taliulu2@gmail.com) |
| Taliulu (\*) | Army | Resource |  |  |
|  |  | Specialist |  |  |
|  |  | (retired) |  |  |
| Rudolph | Department of | Attorney | +81 80 6490 | [rudol](mailto:rudolph.wartella.civ@mail.mil)[ph.wartella.civ@mail.mil](mailto:ph.wartella.civ@mail.mil) |
| Wartella | Defense | Advisor | 6643 |  |
| (\*) |  |  |  |  |
| Mary | United States | ROTC | 2562786531 | [Mary.tisdale90@gmail.com](mailto:Mary.tisdale90@gmail.com) |
| Tisdale (\*) | Army | instructor |  |  |

(\*) Indicates professional reference

**Additional Information:** Active Secret security clearance. Can type 50 wpm

Provides staffing advisory services based on the serviced Command's local, regional, or national staffing priorities and takes proactive measures to anticipate the Director's/Commanders' needs by prepositioning work products (vacancy announcements, skills assessments, etc) in expectation of new projects and programs. Advises management on recruitment strategies, sources, and special programs, recruitment, relocation, and retention incentive programs.

Provides guidance on merit system principles, prohibited personnel practices, and the

* development and use of valid selection criteria. Assists in developing short and long range staffing plans to meet forecasted mission requirements, human capital losses, and changes in critical competencies. Reviews past recruitment practices and local labor market conditions to advise on future staffing strategies. Advises management on a wide range of staffing issues such as workforce shaping/reduction-in-force, special placement programs, recruitment methods, and special pay incentives. Instructs customers on preparation and submission of personnel actions. Writes vacancy announcements, and produces referral lists. Screens requests for personnel action and related documents for completeness and accuracy, obtaining additional information as necessary. Ensures priority consideration programs are appropriately utilized. Verifies

employment eligibility, qualifications, salary determinations and sets pay. Answers employment inquiry's.

Responsible for the accuracy, operation, and interface of a variety of automated systems

supporting military personnel functions and operations used to manage service members both locally and service wide. Produces work in an accurate, timely, and efficient manner using several types of software for various office needs. Drafts and prepares memorandums, endorsements, messages, and other written communications concerning the mission of the section. Upon direction from supervisory chain, coordinates adjustment of internal procedures and team efforts to preclude reoccurring shortcomings.

Assist Senior HR Specialists with personnel actions, projects, and report; gather, review, consolidate, and in some instances, prepare required paper work associated with a variety of actions, ranging in difficulty from routine to complex in nature. Review and ensure timely

processing and resolution of problems associated with requests for personnel actions. Participate in and proceed independently to accomplish routine and recurring administrative and clerical

work to relieve the specialists and program managers of numerous administrative details. Review and coordinate RP As such as recruitment, change in work schedules, transfers, separations, reassignments, return to duty, and promotions. Review and evaluate requirements imposed by higher echelon and provide the Director detailed analysis of responsibilities in such matters and recommend methods and procedures for their accomplishment. Plan, coordinate and provide guidance to higher headquarters and other offices on strategic planning best practices. Make periodic staff assistance visits to provide advice and assistance and ensure compliance with policies and regulations.