

Aric Allen

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Professional Summary

As a Staff Sergeant in the Arkansas Army National Guard, I have a strong background in leadership, operations, and strategic planning. I serve as an Infantryman, where I've developed expertise in team coordination, resilience, and mission execution under pressure. For the past three years, I've also worked as an Incentives Manager, helping soldiers navigate and maximize their benefits—combining administrative precision with people-focused problem-solving. In addition to my military service, I'm currently pursuing a degree in Information Technology at the University of Arkansas at Little Rock, where I'm building skills in systems management, data-analysis, and tech solutions. I bring a disciplined, mission-driven mindset to any team I join and thrive in roles that demand both leadership and adaptability. I'm passionate about bridging my military discipline with modern technology to solve real-world problems and drive innovation in any team I join.

Professional Skills

- Leadership: Supervisory
- Records Management
- Scheduling and Tracking
- Strategic Planning
- Troubleshooting
- Analytical Thinking
- Administrative Support
- Customer Focused
- Microsoft Office
- Reports Management
- Briefing and Presentations
- Team Player

Professional Experience

Arkansas Army National Guard, Education and Incentives Branch

Incentives Manager - March 2022 - September 2025

Responsible for managing and administering various programs that provide incentives, such as bonuses and student loan repayment, to Service Members.

- Established eligibility, processed payments, and resolved issues related to programs using specialized systems like the Guard Incentive Management System (GIMS), ensuring that federal funds are managed properly.
- Demonstrated exceptional analytical skills by effectively interpreting complex policies and regulations.
- Maintained control of documents with personally identifiable information (PII) to ensure they are properly safeguarded.
- Reduced Out-Of-Service (OOS) payments from 212 to 26 prior to NGB assuming processing responsibilities
- Ensured timely bonus processing at state level, responsible for over \$7M in bonus payment during the past fiscal year

- Validated more than 400 bonus contracts, verifying accuracy and compliance with regulations.
- Terminated over 700 bonus contracts during the past fiscal year; adhering to regulations and soldier's bonus addendums.

Arkansas Army National Guard, El Dorado, Arkansas

Infantry Squad Leader (Staff Sergeant) - September 2025 - Present

Responsible for leading nine Soldiers, ensuring their welfare, training, and successful execution of missions on the ground.

- Planning and directing tactical operations, managing personnel, ensuring compliance with military standards, and acting as the primary link between the Soldiers and higher-level leadership within the platoon and company.
- Ability to maintain functionality in high stress environments.
- Manage and Maintain over \$1.5 million in military equipment

Arkansas Army National Guard, Harrison, Arkansas

Infantry Team Leader (Sergeant) - October 2023 - September 2025

Responsible for leading four Soldiers, ensuring their training, welfare, and operational readiness during combat and tactical missions.

- Exhibited outstanding communication skills; effectively conveying information and ideas to subordinates, peers and superiors.
- Consistently demonstrated capability to handle multiple crisis situations simultaneously; performing well above expectations of current rank.
- Utilized my Marksmanship Master Trainer (MMT) certification to train my unit on M4 Preliminary Marksmanship Instruction (PMI) resulting in 120 qualified Soldiers.
- Used expertise in TC 3-22.40 to help conduct training and range operation to qualify 120 Soldiers at Individual Weapons Qualification.
- Contributed to 5 Soldiers' development, resulting in substantial improvements on their ACFT run times by an average of 30 seconds.