**Lance Jones**

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Cell (503)580-7821

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**Objective:** An interesting position with a growing company

**Experience:** USAF Vandenberg AFB, CA

**Personnel Employment** 07/20/2000 to 06/23/2006

 Compiled and prepared reports and documents pertaining to personnel activities.

 Executed daily operations of updating Officers and Enlisted Personnel data into the data system using an oracle base data system. Also helped members fill out the proper paper work to be reclassified into a new job.

 Informed job applicants of their acceptance and rejection of employment.

 Arranged for in-house and external training activities.

 Trained and managed four others in my office on how to properly file all documents that pertain to getting the officer or enlisted member the jobs they applied for and achieved significant improvements in their productivity.

 Selected applicants meeting specified job requirements and referred them to hiring personnel.

 Trained my subordinates in how to update the data system, file records, and all other important military bearings when a officer comes into the office.

 Administered and scored applicant and employee aptitude, personality and interest assessment instruments.

 Supervised five employees, scheduled work hours, resolved conflicts, determined salaries.

 Successfully managed a ten-person team in how to deal with different conflicts.

 Processed and reviewed employment applications in order to evaluate qualifications and eligibility of applicants.

 Prepared badges, passes and identification cards, and performed other security-related duties.

 Examined employee files to answer inquiries and provided information for personnel actions.

 Restructured and improved the way the base in processed both civilian and military personnel to make it easier to get started.

 Searched employee files in order to obtain information for authorized persons and organizations, such as credit bureaus and finance companies.

 Responsible for all military and civilian personnel in processing the base. Also making sure that they qualify for the different jobs they may be applying for. Screen their records and make sure everything was up to date and current with the Air Force Regulations.

 Explained company personnel policies, benefits, and procedures to employees and job applicants.

 Processed, verified, and maintained documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations, and classifications.

Spirit Mountain Casino Grand Ronde, OR

**Valet Attendant** 05/01/2007 to 03/01/2011

**Education:** University of Phoenix Salem, OR

**BS Business Management** 2012

Western Business College Portland, OR

**Bookkeeping diploma** 2000

**References:** Available upon request