
+Anthony Spencer

Personnel Officer

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Profile

Over a decade of experience recruiting, training, scheduling, and budgeting for a cohesive and self-managed team.

Experience

Recruiter

Loves Park Recruiting Company

2008-2012

- * Trained and led a team of 5 in an area covering 734 square miles
 - * Responsible for preparing and processing applicants
 - * Managed assets valued at \$300,000
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Division Operations Sergeant

Arlington Heights , IL

2002-2008

- * Head of division operations in a multi-component Training Support facility
 - * Oversaw the training and evaluation of over 1000 employees
 - * Conference and event coordinator
 - * Managed an annual budget over \$500,000
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Training Support Officer

Arlington Heights , IL

2001-2002

- * Scheduled 1000 employees monthly based on availability
 - * Maintained a database of personnel information
 - * Coordinated travel and logistics arrangements for personnel
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Training

Recruitment Training

Training on the instruction of interpersonal, conceptual, technical, and tactical skills and ensures mastery of those skills through practical application and evaluation

Advanced Leaders Course

Instruction on developing adaptive, self-confident leaders who provide inspired leadership to solve complex problems

Equal Opportunity Representative

Training on the assessment of human relations climates to provide advice and assistance to managers to prevent, reduce or eliminate discriminatory practices

Education

American Military University

Information Systems Security

2002-2004

Technical

Microsoft 7/8

Data entry

Accounting software

Word

Excel

Outlook
