Amanda Rae Lyman

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**WORK EXPERIENCE:**

**US Army Reserves,** 3rd BDE, 102nd DIV West Hartford, Connecticut (08/2010 - Present)

*Staff Administrative Assistant*

* Advise Commander/SSA/staff on administrative matters.
* Provide administrative expertise/assist staff in formulating estimates/plans/orders/reports.
* Conducts staff inspections of subordinate unit. Maintains liaison with higher headquarters relating to administrative functions/operations/directives compliance.
* Reviews administrative/military personnel related correspondence submitted for transmission to higher headquarters. Maintains suspense log.
* Insures reports are prepared in proper format/contain required information to assure accuracy/quality of administrative and personnel actions.
* Reviews incoming regulations/directives. Insures file systems for command/subordinate units are properly set up/maintained.
* Reviews/processes personnel actions. Resource on military personnel questions/problems.
* Directs administrative services/personnel operations for internal operation of the headquarters.
* Functional expert in Military Personnel Strength Mgmt; Info Mgmt; Service Mgmt; Data Base Mgmt

**US Army Reserve**, 405th CSH West Hartford, Connecticut (1/2006-07/2010)

*Unit Administrator*

* Expert understanding and daily utilization of the following systems: RLAS, RADARS, ADARS Pay System and ATRRS
* Developed and maintained personnel action tracking system
* SR and Mobilization of Soldiers
* Establish and maintain all personnel actions to include personnel data, personnel reports, awards, training records and medical records
* Oversee in-processing and sponsorship of new Soldiers
* Maintain Unit Manning Roster
* Coordinate with local recruiters to ensure vacancies are advertised and unit members are properly notified and placed in key positions
* Suspense activities are met in a timely fashion
* Develop, direct and maintain organizational plans and programs pertaining to training/professional development, transportation, equipment, supplies, maintenance and mobilization
* Provide regulatory interpretation and guidance in regards to Human Resource issues, to include service dates, continues service, retirement benefits, TSP, insurance benefits and Line of Duty claims
* Conduct and brief needs assessments of availability and effectiveness of training and the impact n the mission changes
* Supervise and coordinate the training of new personnel, ART personnel and Reserve personnel

**United States Army Reserves** Chester, Vermont (07/1998 –06/2007)

*Healthcare Specialist/Administrator Specialist*

Duties: Maintain suspense logs and created a tracking system for evaluation reports, awards, LODs, and other personnel actions within the battalion. Processed personel and pay actions, maintain records, and reviewed reports. Maintained personnel and medical records for Company Headquarters. Familiar with RLAS, RADARS and ADARS. Oversee in processing and sponshorship of newly assigned soldiers. Perform personnel actions to include establishing, maintaining, consolidating and purging personnel data. Determine disposition of records and arrange for the transferof records to the appropriate facility. Maintain the Unit Manning Roster (UMR), monitor unit strength and work with local recruiter to ensure vacancies are advertised and made available to potential unit members. Ensure correspondence directives are prepared in the prescribed format and suspense activities are met in a timely manner. Develop, recommend, direct and monitor the developments of plans and programs pertaining to the organization's training, transportation, equipment, supply, maintenance, mobilization, etc; and ensure the same are consistent with requirements prescribed by higher headquarters. Manages monitors, coordinates and provides guidance on personnel actions, organizational structures, position management. Provides regulatory interpretation, guidance, assistance regarding computation of service dates, retirement benefits, TSP, health, life insurance benefits, on-the-job injuries. Informs management of new or changed guidance, procedures and policies. Processing payrolls using automated systems. Schedule personnel for training, and professional development courses. Analyzes assesses the needs, methods facilities available, effectivness of training and impact on mission changes. Issue Identification cards. Maintains knowledge of personnel functions, procedures and support staff commanders in making decisions relative to personnel position management.

**United States Army**, Dexhiem Germany (06/1995 - 07/1998)

*Medical Specialist*

Duties: Provided emergency treatment and routing of battle and non-battle casualties in both wartime and peacetime environments under the supervision of physicians, nurses, physicians assistant and NCO's. Supervised junior enlisted soldiers in all aspects of my military occupational specialty.

**EDUCATION:**

High School

Windsor High School (09/15/1999 - 06/12/2003) Windsor, Connecticut United States

Degree: Diploma - Major: General

Description: Typing 1, Advance Typing, Spread Sheet/Database, Career Building

Military Correspondence Courses Hours 150 Army Reserve Entry Training Course: Diploma May 2006 Unit Pay Administrator Course: Diploma June 2006 Unit Administrator Basic Course: Diploma July 2006 ATRRS Operator Course: Diploma May 08 Company Training and Leadership Development Course: Diploma Aug 08 UPL Aug 09

**ADDITIONAL INFORMATION:**

Typing 1, Advance Typing

Spreadsheet/Database

CWE-DO

Basic Legal

Army Reserves Entry Training Course May 06 Unit Pay Administrator Course June 06 Unit Administrator Basic Course PH I & II Jul 06 Security Manager's Course PH I Physical Security Manager's Workshop Dec 07 ATRRS Basic Operator's Course May 08 CTLDC Aug 08 NREMT Dec 08 Unit Prevention Leader Course Dec 10 Intro to ITRS Aug 09