

# Tad Kalahar

Liverpool, NY - Email me on Indeed: [indeed.com/r/Tad-Kalahar/2955496a889cf14f](https://indeed.com/r/Tad-Kalahar/2955496a889cf14f)

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## WORK EXPERIENCE

### Human Resources Manager

Air National Guard - Syracuse, NY - October 2010 to October 2016

\* Currently support more than 1500 military members by directly providing all aspects of Human Resource Management to include data analysis, HRIS systems Administration, readiness, manpower, recruitment, customer support, benefits and entitlements.

- Developed and maintained HR reports that were distributed to executive management and program managers on a daily, weekly and monthly basis.
- Selected as the lead manager to implement HRIS upgrade that directly supported more than 1,500 military members. Provided systems testing and system documentation for network security protocol, provided roll out management and scheduling, user and management training, established reference table system setup and daily technical support for system users.
- Developed and implemented any change in policy and procedure needed to correspond with system changes.
- Installed, configured and provided HRIS support, training and troubleshooting.
- Maintained system access and documentation for more than 100 users as the HRIS administrator.
- Provided training, direction and support for more than 100 users on all HR systems including direct support for HR Projects, development of training guides, user manuals, audits, data integrity reports, direct software trouble shooting, user account access and password resets.
- Developed and maintained internal data base that combined reports from multiple HR systems that was used to format reports and analysis for executive management. Created and modified database table setup to reflect changes within the organization.
- Worked with HRIS vendor management to ensure software implementation, annual training requirements and user account audits for which reports were filed annually.
- Worked with department head to redefine recruiting procedures that increased data accuracy and minimized system redundancy between HR platforms.
- Redefined internal process that not only streamlined lined but ensured that all aspects were completed IAW federal regulations.
- Appointed systems administrator for both ORACLE and JAVA based systems. Developed complex reports that pulled information from multiple databases formatting them into one report.
- Integrated and developed HR processes to ensure accurate accountability, payroll, and benefits reporting during national emergency.
- Provided timely ad-hoc reports to senior management to include formatting and visual presentation.
- Enhanced end users' understanding of database systems by conducting pre-implementation workshops, developing user relationships, delivering group and individual training sessions and created user-friendly training materials thru PowerPoint
- Establish, managed and maintained HRIS emergency response systems accountability, payroll, and medical during Hurricane Sandy, Irene and other New York State civil disaster response.

- Developed, defined and created strategic initiatives during the implementation of a Organizational program. Provided the leadership and management that developed the teams visions and goals which lead to the successful planning, implementation and desired sustainability of a new Air Force program.
- Developed and maintained relationships across departmental boundaries that ensured compliance with numerous organizational projects.
- Developed and maintained organizational reports that were distributed to executive management and program managers on a daily, weekly and monthly basis. Presented reports analysis when needed and during annual program review.
- Created a monthly publication with depart managers and executive management that provided a detailed guide to upcoming events ensuring maximum exposers their creative distribution.
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- Worked with HRIS vendor management to ensure software implementation, annual training requirements and user account audits for which reports were filed annually.
- \* Coordinated, established operation and supported organizational state emergency response during Hurricane Sandy, Hurricane Irene and other New York State natural disasters.
- Designed, developed and implemented the new Air Force Fitness program for our organization, ensuring that we maintain over a 94% compliance rate over a 6 year time span.
- Directly provide yearly, monthly and daily goals for over 12 Human Resource team members that directly support our organization and all globally support units.
- Establish new organization chart that not only increases the effectiveness but the overall development of front line HR Supervisors.
- Currently maintain and support over 70 individual computer work stations and provide direct IT customer support.
- Install, configure and maintain over 20 supply and HR specific software packages.
- Implemented new organizational strategy for document control that allows instant access to daily, monthly, semi-annual and annual reports to include specific inspectable requirements.
- Developed and implemented a new database software package the increased organization and customer service.
- Maintained and updated records ensuring personal security requirements have been established and training accomplished for systems access for over 50 members.
- Ensure daily reporting requirements are maintained, organized and reviewed.
- Maintain accountability of all computer related inventory with more than 200 line items.
- Ensure that all network security issues and training are met for yearly information assurance requirements.

### **Logistics Systems Manager**

Air National Guard - Syracuse, NY - September 2002 to September 2010

- \* Directly supported over 70 logistics agents providing daily system support and analysis.
- \*Worked as the systems administrative manager ensuring members were not only trained but were compliant with network requirements.
- \*Provided daily reporting information to the field that not only identified problems but ensured solutions were addressed.
- \* Maintained over 100 individual computer stations to include classified and unclassified access.
- \*Ensured that all systems were network compatible and applied resolution to any systems that were not current.
  
- \*Employed creative processing and problem solving resolutions that ensured we maintained a 100% compliance rate at all times.
- \* Creatively reduced work load through system development and process adjustments.
- \*Ensured full and partial inventories were scheduled and completed per annual requirements.
- \* Also provided specialized troubleshooting when inventory discrepancies were found.
- \*Developed and implemented an electronic document control process that not only met federal regulation but reduced man-hours in processing and research time. Instrumental in ensuring annual compliance and organization to the Logistics operationsthrough document automation.
- Inspected incoming parts in the receiving department ensure each component as serviceable.
- Received in daily shipments ensuring that all components were processed and put away in storage.

### **Security/Aviation Maintenance**

Air National Guard - Syracuse, NY - October 2001 to September 2002

Directly support security and Aviation maintenance in the aftermath of the 9/11 attacks.

### **Logistics Supervisor**

Delta Airlines/Comair Inc. - Northern Kentucky - September 2000 to September 2001

- Ensured daily operational tasks were completed supporting over 100 aircraft nationwide..
- Developed and executed rebuilding procedures that helped increase inventory accuracy and accountability.
- Responsible for ensuring the direct support for over one hundred Aircraft anywhere in the country.
- Inspected and certified aircraft components IAW FAA regulations.
- Supervised 10 logistics employees ensuring that daily task were assigned and completed.
- Ensured all shipment were prep and processed for on time deliver.
- Handled emergency parts request that required coordination with oversea suppliers.
- HAZMAT certified.

### **General Manger**

Sage Hospitality - May 1996 to August 2000

General Manager for 135 room Marriott Hotel with over 2 million in revenue annually.

- Developed and implemented yearly budgetary guidelines for operations.
- Developed strategic marketing guidelines that allowed the property to reposition within the marketplace to ensure annual sales were met.
- Developed associates for current placement as well as providing direction for their next steps in career progression.
- Ensured hotel operations were maintained during a 5 million dollar renovation of all guest rooms.
- Developed internal training programs focused on increasing guest service scores, resulting in higher levels of customer satisfaction.
- Provided yearly market analysis during annual budgetary briefings focused on increase sales.
- Directly managed and developed over 30 supervisors and employees with Marriott Hotels
- Received a Bill Tifel Award, which is Marriott's highest Guest recognition program.

\* Trained and developed associates that resulted in several promotions to management and/or a supervisor/management position.

### **Training Manager/ Aviation Maintenance Supervisor**

US Army Active Duty - Fort Drum, NY - December 1987 to September 1995

- \* Ensure that over 200 military member maintain yearly qualification.
- \* Lead the establishment of the first Apache Helicopter group in Korea.
- \* Deployed in support of Operation Desert Shield/Desert Storm.
- \* Provided Aviation support to DEA during operations in the Gulf.
- \* Provided direct aviation Maintenance support.

## **EDUCATION**

### **Bachelor's in Business**

Columbia College - Syracuse, NY  
2016

### **Minor in Computer Science**

Columbia College - Syracuse, NY  
2002 to 2010

### **Certificate in Leadership**

Military Senior Leadership School - Syracuse, NY  
2009 to 2009

### **General Manager Certification in Management**

Marriott General Manager Course - Atlanta, GA  
1998 to 1998

### **Aviation Logistics Certificate in Logistics**

US Army Aviation Logistics School - Fort Eustis, VA  
1987 to 1987

### **Air Force Human Resources Course**

Senior Management Academy - Fort Drum, NY

## **SKILLS**

Microsoft Office (10+ years), Management (10+ years), Supervisor (10+ years), Leadership Development (10+ years), Customer Relationship Management (10+ years), Training & Development (10+ years), Computer Repair (10+ years), Strategic Planning (10+ years), Emergency Management (10+ years), Network Security (10+ years), Information Security (10+ years), Employee Relations (10+ years), Payroll (10+ years), Financial Analysis (10+ years), Human Resources (10+ years), Hiring (10+ years), Interviewing (10+ years), Benefits Administration (10+ years), Microsoft Power BI (Less than 1 year), MS Excel Power Query (Less than 1 year), ADP (4 years), Crystal Reports (10+ years), Kronos (4 years)

## **MILITARY SERVICE**

Service Country: US  
Branch: ANG/US Airforce/US Army  
Rank: SMSgt

December 1987 to October 2016

Human Resources Manager/HRIS Manager/Systems Analysis

Logistics Manager/Computer Analysis/Systems Admin

Security

Aviation

Training

Commendations:

Provided Human Resource Management during Hurricane Sandy and Irene for over 350 military members. Directly supported operations in Desert Storm.

#### ADDITIONAL INFORMATION

Key Qualifications

- Leadership • Annual Budget Plan • Human Resources Management
- Management • Financial Management • Data Analysis
- Strategic Planning • Property Management • Effective Communication