

Marcos Edghill

Human Resource Manager U.S Army

Bordentown, NJ - Email me on Indeed: [indeed.com/r/Marcos-Edghill/a7dfcbf4f3225a45](https://www.indeed.com/r/Marcos-Edghill/a7dfcbf4f3225a45)

motivated graduate, leadership qualities with with
managment experience. Very dedicated and deteminded. Extremely hard
working and organized.

WORK EXPERIENCE

Human Resources Manager

US Army - JBLM, WA - May 2013 to Present

- Supervised the daily activities of maintaining and processing personnel records and actions for 530 service members and their families
- Managed and distributed the work load for 4 specialists performing word processing, payroll, and administrative functions
- Evaluated personnel qualifications for assignments
- Monitored staffing levels and training status
- Maintained personnel files; processed and prepared transfer requests, retirements, separation, orders, awards, decorations, and personnel actions
- Maintained dental, medical, and MPRJ records. Reviewed and edited correspondence
- Planned and organized office operations
- Determined requirements for office equipment, supplies, and workspace
- Applied knowledge of provisions and limitations of Freedom of Information and Privacy Acts
- Prepared and maintained personnel records
- Processed all personnel actions for all service member
- Posted changes to Army regulations and other publications

Prevention Specialist

V.O.I.C.E. Inc - Corsicana, TX - October 2010 to April 2013

- Networked with local schools and community resources to acquaint them with the prevention and intervention program continuum
- Established sites for curriculum based support groups or classroom life skills groups
- Attended conferences, training sessions and other events to promote prevention/intervention
- Presented to teachers, counselor and students to engage schools and teachers, counselors and students in participating in prevention/intervention programs
- Facilitated prevention /intervention life skill workshops utilizing evidenced based model prevention programs
- Assisted with the development of prevention strategies to provide prevention skills and education, information dissemination, alternative activities, problem identification and referral, community based process, and environmental changes through effective programming.

Result: as a result of the pre and post testing about 70% of the students that we work with have a change about drugs, tobacco, and alcohol. This change maybe to never do them, a decrease in usage, or even a complete withdraw.

Training Coordinator/Site Coordinator/Trainer/Academic Advisor

PHILADELPHIA FREEDOM SCHOOLS - Philadelphia, PA - May 2007 to July 2011

- Identified, recruited, interviewed, trained, and supervised trainers and consultants for trainings
- Supervised consultants and trainers to implement training
- Planned and implemented trainings for all PFS Servant Leaders including but not limited to Project Directors, Site Coordinators, Academic Advisors, Servant Leader Interns, Junior Servant Leaders, Literacy Servant Leaders and Central Office staff
- Completed background checks (personal reference checks and Sex Offender Registry checks) for all staff
- Visited Philadelphia Freedom School community-based organization sites to provide program planning and technical assistance
- Prepared narrative and statistical reports re: training
- Attended weekly staff meeting to review program needs, policies and procedures
- Coordinated data collection and record keeping for evaluation and ongoing planning purposes
- Budgeted for, planned, and coordinated events and training sessions

Result: With 26 employees that I have supervised and trained, as a training team we were able to train over 450 people on how to run both their summer and after school programs. In areas such as classroom management, curriculum, leadership, roles & responsibilities, etc. As a academic advisor I was able to prepare 13 high schools students for college with college prep work, and work readiness skills. As a result the 5 seniors that were in my group all attend 4 year universities or college.

Assistant Manager(Project Manager)

HILL INTERNATIONAL - July 2004 to August 2005

Making sure that all workers are wear the proper safety equipment while they are on site and working. Making sure that the construction site is well maintained i.e keeping the site clean and that there are no obstructions that may cause injury Going through floor plans and making sure that there are no added expenses or unneeded money usage (a matrix) Different types of both reception and clerical duties(filing, answering phones, note taking in meetings, etc.)

Result: As a result I was able to create a matrix (a guide to necessary and unnecessary jobs) that help save millions on a construction project for an addition for a high school.

EDUCATION

B.A in Criminal Justice

Temple University - Philadelphia, PA

January 2004 to January 2009

SKILLS

Public Speaking, Presentations, Budgeting, Management, Event Planning, Training (5 years)

MILITARY SERVICE

Service Country: US

Branch: Army

Rank: SGT

May 2013 to Present

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Commendations:

•Better Opportunities for Single Soldiers Vice President December 2013 August 2014 •(Captain) Post Soccer Team 2016•Army Good Conduct Medal May 2013- May 2016 •Army Achievement Medal October 2013- October 2014•Army Achievement Medal, September 1999- August 2004•Military Outstanding Volunteer Service Medal December 2013

ADDITIONAL INFORMATION

TECHNICAL SKILLS

Languages: C, C++, Java, Visual Basic

Operating Systems: DOS, UNIX, Windows NT

Applications: Adobe Photoshop, MS Office

Training

United States Army

Advanced Skills Course-(Human Resources) 9 weeks

United States Army

Basic Leadership Development Course – 1 month

United States Army

Airborne School- 1 Month

United States Army

Air Assault School – 12 Days

United States Army

Drivers Training- 1 week

United States Army

Combat Life Savers Course- 1 week