

Ronald Hevener

Administrative

Clinton, NC - Email me on Indeed: [indeed.com/r/Ronald-Hevener/c38a367ec80f04cb](https://www.indeed.com/r/Ronald-Hevener/c38a367ec80f04cb)

- Excelled in advanced leadership and management courses relating to administrative duties.
- Human Resources supervisor
- Secret Security Clearance
- HIPPA Certified
- SHARP Certified
- Passport Agent

WORK EXPERIENCE

Sr. Human Resources Sergeant First Class (PSNCO)

NC Army National Guard, HQ 5-113th Field Artillery (FA), Joint Forces Headquarters (JFHQ), 30th Heavy Brigade Combat Team (HBCT) - Louisburg, NC - December 2003 to April 2013

Objective:

I am seeking a fulfilling position in which I can utilize my vast military expertise and knowledge. I bring to the table dedication and commitment that only comes from an extensive military background and career. I believe my broad spectrum of knowledge within the administrative field would make me a good asset to your company.

SKILLS:

- Skilled in HRIS/HRMS systems
- Proficient in MS Word, Excel, Power Point, Outlook, and Publisher
- Managed a team of eight personnel, overseeing the daily administrative processes of up to 3000 soldiers and their personnel records.
- Adept at creating and administering memorandums, Excel spreadsheets, Power Point presentations, policy letters, and Standard Operation Procedures (SOP'S).
- Designed and developed Publisher documents
- Coordinated personnel records and legal records
- HIPAA (Health Insurance Portability and Accountability Act) certified since 2006
- SHARP (Sexual harassment assault response program) certified since 2006
- Secret Security Clearance

EMPLOYMENT RECORD:

11/2008-04/2013 Army National Guard, Sr. HR Sergeant First Class, Louisburg, NC

05/2007-11/2008 Army National Guard, Sr. HR Staff Sergeant, Raleigh, NC

12/2003-05/2007 Army National Guard, HR Sergeant, Clinton, NC

Contact Supervisor Officers:

1LT Van Dowdy, Phone: (919) 708-2468, E-mail: 3hvdowdy@gmail.com

LTC Robert Carver, Phone: (919) 612-9712, E-mail: robert.n.carver1.mil@mail.mil

SFC Linda Wynn (Retired), Phone: (910) 990-4606

System Data Information

NC Army National Guard, 133rd Personnel Detachment - Butner, NC - August 2001 to August 2002

M-Day Sergeant M-day Soldier for the 133rd Personnel Detachment Performing vehicle maintenance, weapons qualifications and information data entry.

Hardware and Software Testing Specialist

IBM Inc. - Raleigh, NC - May 1995 to November 2001

Tested Tape Drives for backup software on all operating systems with all backup software. Tested CD ROM drives with various software for (music, games, movies, and enter active programs).

Team Lead for Customer Support

Medic Computer Systems - Raleigh, NC - March 1992 to May 1995

Supervised a team of 5 performing customer support duties including analyzing and solving customer complaints regarding computer problems relating to both hardware and software. Also developed reports for medical practices as well as helped with any medical billing issues stemming from computer software.

Petty Officer Second Class Builder

US Navy, NMCB 62 - Gulfport, MS - September 1977 to March 1988

Petty Officer Second Class Builder, Cargo Handler, Corrections Specialist, Base Security, Material Liaison.

EDUCATION

Associates Degree in Business Administration

Wake Technical Community College - Raleigh, NC

1990 to 1993

Millbrook Senior High

1977

SKILLS

Compensation, Computer Skills, Data Acquisition & Processing, Data Entry, Employee Orientation, Employee Retention, Employee Selection, Employment Contracts, HR Generalist, Interviewing Skills, Labor Relations/Negotiations, Leadership Development, Motivational Techniques, Needs Assessment, Performance Assessment, Performance Management, Professional Development, Regulatory Compliance, Training

AWARDS

Military Awards

March 2013

Navy Unit Commendation, Meritorious Service Medal, Army Commendation Medal, Army Achievement Medal, Army Good Conduct-x3, Navy Good Conduct Medal-x2, Navy Expeditionary Medal-x3, National Defense Medal, Antarctic Service Medal-x2, Global War on Terrorism Service Medal, NCO Professional Development Robbin-x3, Army Service Ribbon, Sea Service Deployment Ribbon-x2, North Carolina National Guard Service Award, Army Reserve Components Achievement Medal

ADDITIONAL INFORMATION

JOB RELATED TRAINING Additional Courses I have taken:

Basic Cargo Handling 2 weeks, Williamsburg VA, April 1978

Leadership/Management Course 2 weeks, Williamsburg VA, August 1978

Helicopter Operations School, 2 weeks, Norfolk VA, April 1979

Air Cargo Handling Course, 2 weeks, Williamsburg VA, August 1979

Aircraft Loader Course, 2 weeks, Norfolk VA, October 1979

Airlift of Hazardous Materials, 1 week, Sheppard AFB TX, August 1980

Explosive Handling Course, 2 weeks, Williamsburg VA, December 1981

581C Corrections Training, 2 weeks, Fort McClellan AL, 1982

Supervisor's Safety and Occupational Health Training Course, 1 week, Norfolk VA, January 1983

Builder planning and estimating, 1 week, Gulfport MS, 1986

Modified Phase One Law Enforcement, 2 weeks, Gulfport MS, February 1986

Operation of Emergency Vehicles, 2 weeks, Gulfport MS, March 1986

NCF Mini Computer Course #3, 1 week, Gulfport MS, April 1986

Seabee Construction Management Course #71, 1 week, Gulfport MS, April 1986

Joint Operations Center (JOC 101) Course, Raleigh NC, April 2008

Casualty Assistance Officer Training Course, Washington NC, December 2008