**Jacob Oakley**

12710 Dunns View Dr.   
Jacksonville, FL 32218

[Jacoboakley21@gmail.com](mailto:Jacoboakley21@gmail.com)

(918) 257-1677

[LinkedIn](https://www.linkedin.com/in/jacoboakley) / [GitHub](https://github.com/jacoboakley) / [CodePen](http://codepen.io/jacoboakley/) / [Twitter](https://twitter.com/jacoboakley21)

**Skills**

Front-end Development / Web Design / HTML 5 / Bootstrap / Foundation / CSS3 / JavaScript / React.js / Three.js / Blender / Git / Command Line

**Education**

Rogers State University

Claremore, OK (918) 343 - 7777

*December 2014* Bachelors of Technology in Applied Technology

**Experience**

SERCO | NAS Jax Jacksonville, Florida | (866) 997 – 3726

Human Resources Specialist – CNIC *October 2016 – Present*

I am responsible for implementing and updating a position classification library on the Total Work Force Management (TMWS) HRIS for civilian employees. I am accountable for over 5000 Position Descriptions (PDs). I collect and organize PDs, Review PDs for errors, Create detailed reports regarding the status of the project, the problems with the HRIS, and errors with PDs. I use the Office of Personnel Management website to reference job titles and codes. I purge unnecessary and outdated documents and provide training and guidance to new users of the HRIS PD Library through various telecommunication devices. I am accountable for creating and updating business rules and user guide for the TWMS PD Library.

Capstone Corporation | NAS Jax Jacksonville, Florida | (703) 683 – 4220

Human Resources Specialist – CNIC *July 2015 – September 2016*

See SERCO – Human Resources Specialist

Administrative Assistant – CNRSE *February 2015 – June 2015*

I had six months to review hundreds of workers compensation closed cases, remove and discard unnecessary documents, and dispose of the sensitive information according to DOD regulations. Using a scanner I made digital copies of relevant information, attached a label and stored the information according to DOD regulations.

U.S. Army Reserve (TPU) | Fort Sill, Oklahoma | Secret Security Clearance

Human Resources Specialist *April 2008 – Present*

With leadership techniques developed over time I led Soldiers in various tasks to ensure successful completion of our duties. Using a computer I write memos, letters, awards, correspondence, and evaluations. This task requires attention to detail to produce documents without errors. I am responsible for maintaining over 140 Soldiers’ Online Military Personnel File. I track and record data pertaining to unit readiness, brief the Commander on the status of the Soldiers, develop short and long term training plans, research and apply military regulations and guidelines. I also mentor junior Soldiers and help them with improving themselves and their military careers. On occasion I assist the instruction of courses on a various subjects pertaining to military regulations, guidelines, and field manuals.