

HR JRC PERSONNEL CLERK

Summary

Human Resources Office My interest in continuing my professional career has prompted me to submit my resume and application in response to your advertisement for the current position. My extensive background and qualifications are very much in line with the requirements outlined for this position. I have attached my resume for your review. The summary of my experience and accomplishments are only selected examples, however it does illustrate my track record is one of a solid performer. I am seeking a position that offers a broad range of participation, immediate challenges, and opportunities for career advancement. I am interested in career opportunity where I will apply my military experience and professional background in order to advance the mission and objectives of my employer. In brief, I am a self-motivated, results-oriented professional who brings: Several years of personnel support experience with proven performance in fast-paced and high pressure environments. Dynamic analytical, organizational, and communication skills; works well under time constraints and with others to achieve common goals. Strong interpersonal skills; relates well with staff, peers, management, outside organizations, and higher headquarters. I am confident that my knowledge and expertise affords me the ability to contribute to this company's continued success. I am looking forward to discussing my qualifications with you in the near future.

Sincerely, Latoya M. Taylor Enclosure: resume

Highlights

MS Word, Excel, Power Point, and Outlook. Extensive database management, including government and personnel databases, DCAPEs, MilPDS, and ARROWS. Extensive experience in human resource services, travel planning, and project management. Excellent oral, written and communication skills research and writing: type 65+ WPM, 80% accuracy.

Experience

HR JRC Personnel Clerk

April 2011 to Current City Of El Segundo 1/4 El Segundo , CA

- Support and conduct Reserve Component Training, Mobilization/Demobilization operations, and facilitate the well being of Soldiers, their Families, and Civilians in a safe and secure environment.
- Responsible for the Mobilization and Demobilization process of all Army Soldiers who deploy to Iraq, Afghanistan, Kuwait, Africa, etc.
- Ensure all members who are mobilizing have updated and completed SGLVs and DD 93 forms, and also perform mobilization and demobilization briefings.
- Use of systems such as Transproc, Emilpo, Iperms, and IWS to upload all of the soldier's information to prepare and complete DD 214s for returning soldiers.
- When units return, between 300 and 400 soldiers at a time, we sit down with each individual soldier for a one on one experience to complete all steps for a successful demobilization process.

Human Resources Technician

September 2006 to Current 3Ds Dassault Systems 1/4 OH

- DOR May 17, 2011) AFSC: 3SO51 Pull officer and enlisted performance report spreadsheets from Milpds and VPCGR.
- Ensure Officer Performance Reports and Enlisted Performance Reports are completed in a timely manner.
- Pull officer and enlisted RIPS from Milpds, format documents, and upload shells into VPCGR, and send to all raters.
- Research personnel records to create discharge from active duty certificates by use of computer software programs, tools, and techniques; for members returning from active duty tours as well as counseling members on personnel related issues.
- Supervising and performing personnel administrative activities and functions, including personnel action requests, filing of personnel records/documents and record keeping and removing needed information, receiving and directing telephone calls, messages, and customers, relaying messages, ordering supplies when needed, and gathering information, compiling data and preparing reports.
- Research requirements and provide guidance for members going on deployment using the AEF Center website.
- Utilizes DCAPEs to determine eligibility of deploying personnel and to create exercise plans and coordinate commander's approval for deployment requests.
- Use of database management, MS Word, Excel, Power Point, and typing skills to create and print forms, letters memorandums, and spreadsheets.
- Schedule out-processing activities for deploying personnel.
- Ensure personnel adhere to out-processing checklists and receive necessary immunizations, equipment, and pay instructions.
- Create and conduct deployment briefings for deploying personnel.
- Prepare lesson plans and train office staff on deployment procedures.
- Maintain all duty status reporting information via Military Personnel Data System.
- Utilize Case Management System (CMS) to enter, track, resolve, and report on human resources system related cases within the United States Air Force and to respond to customers inquires.
- Responsible for the personnel classification system which; prepares and maintains personnel records, assignments, promotions, testing, customer service, personnel readiness, and employment/mobilization procedures.
- Prepare DD form 93, Record of Emergency Data and SGLI Life Insurance form 8286A.
- Issue and update United States Department of Defense Smart Cards (Common Access Card).
- Control personnel information using computer terminals.
- Update military personnel data system records.
- Confirm accuracy of human resources data system.
- Manage Air Force retention programs, assist military personnel in making career decisions, and advise on benefit programs.
- Operate Defense Enrollment Eligibility Reporting System (DEERS).
- Schedule/maintain individuals for processing personnel actions such as reenlistment, promotion, separation, retirement, or reassignment.
- Evaluate documents and subsequent determinations regarding human resources matters that involve Active Guard Reserve, drill status

guardsmen, and family members.

- Operate ARMS, automated records system, and PRDA, personnel records display, to access member's personnel records.
- Access the Air Force training record system to automate management of enrollment and transcription of upgrade training records.
- Gain new members into the system by use of office automated software.
- Brief members on Career Status Bonus, and the options they may consider.
- Work with systems such as Milpds and VPCGR to accurately perform promotions, extensions, reenlistments, separations, and ETSs.

Sales Associate

April 2010 to January 2011 Chick-Fil-A

- Assisted customers in purchasing fashionable designer footwear.
- Regularly exceeded daily quotas and personal goals set by management.
- Organized the back stock rooms well as stock all the products on the shelves in a well manner.
- Followed all company standards of conduct.
- Received payment by cash, check, and credit card.
- Issued receipts, refunds, and credits to customers as well as resolved customer complaints, answer customer's questions, and provided customer service to all customers.
- Maintained an awareness of all promotions and advertisements.
- Ensured that each customer received outstanding service by providing a friendly environment, which included greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service.
- Interface with vendors concerning pricing, availability, damaged product, and special orders.

Assistant Manager

December 2008 to February 2010 Wet Seal/Arden B Retail Corporation 1/4 Cincinnati , STATE

- Protected store payroll by adhering to wage cost guidelines and allowable hours.
- Controlled company assets and promoted shrink awareness through key control, loss prevention measures, inventory result (4.42%) and company standards of conduct.
- I continuously achieved 100% accuracy and compliance in cash, inventory fixtures and property.
- Ensured associates were trained on product knowledge, selling skills, and customer service.
- Managed front cashiers in areas of monies handling, voids, shift breaks, and customer service.
- Ensured better quality services by maintaining good relationships with the customers.
- Constantly exceeded store goals, ensured selling standards were met.
- Executed floor-set and promotional directives while creating enthusiasm and excitement within store to motivate high performance teams.
- Supervised product inventory; verified quantity and quality of products received.
- Reported all the essential information to the head of department regarding store operations and identified the crucial issues, formed hypotheses and formulated new recommendations.
- Supervised all daily functions of store activity to ensure customer satisfaction as well as handle scheduling of employees and related personnel issues.
- Performed opening and closing procedures of the store.

Education

Associates : Human Resource Management , 2015 Community College of the Air Force 1/4 City , State Human Resource Management

High School Diploma : 2006 Bordentown Regional High School 1/4 City , State

Skills

administrative, advertisements, Air Force, Army, automate, Case Management, closing, CMS, Excellent oral, counseling, credit, customer satisfaction, customer service, databases, database management, directing, filing, forms, government, human resource, human resources, immunizations, Insurance, inventory, lesson plans, letters, loss prevention, Access, Excel, office, Outlook, Power Point, MS Word, payroll, Personnel, pricing, project management, promotion, purchasing, quality, receiving, record keeping, reporting, Research, selling, scheduling, Smart Cards, spreadsheets, Supervising, telephone, transcription, typing skills, type, upgrade, website, written and communication