

Human Resources Manager

Available: March 1, 20__

DANA PHILLIPS

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OBJECTIVE

Human Resources position where military recruiting and leadership experience can be used to enhance the operational effectiveness of a company's HR operations.

QUALIFICATIONS

Skilled communicator with proven personnel administration expertise. Unique blend of managerial and hands-on experience acquired over a career with the U.S. Coast Guard. Knowledgeable in all facets of HR management, including staffing, recruiting and retention, benefits, training, and legal issues. Proficient in Spanish. Possess Secret clearance.

AREAS OF EXPERTISE***Personnel Management***

- Planned, organized, and managed daily activities of a Human Resources department charged with managing the staffing requirements and availability of sea-based enlisted Coast Guard billets. Used computer models to determine the proper accession numbers, advancement opportunities, and year-end strength goals. Acknowledged by peers and associates for raising the efficiency of the department's personnel management operations. Received Commander's Award for outstanding service.

Administration

- Responsible for the daily administration of personnel administration activities, such as the creation of orders for Coast Guard personnel moving to new duty locations or transitioning from the service. Processed special personnel actions, including awards, promotion orders, disciplinary paperwork, and marriage applications. Ensured all paperwork was completed accurately and within time schedules.

Recruiting

- Served as a front-line human resources recruiter for the U.S. Coast Guard. Interviewed, assessed, and recruited candidates interested in military service. Recognized for consistently exceeding recruitment goals for quantity and quality over a 24-month period. Received Meritorious Service Medal from the East Coast Human Resources Manager.

EMPLOYMENT HISTORY

Human Resource Manager: The Pentagon, Washington, DC, 2001-Present

Branch Chief: Enlisted Military Affairs, Washington, DC, 1997-2000

Detailer: Coast Guard Assignment Branch, Washington, DC, 1994-1996

Seaman: U.S. Coast Guard, 1984-1993

EDUCATION

Associate of Arts, Marine Science, University of Maryland, 2000