

Submitted to Amentum for ARPA-H STATS

NAME	JOB TITLE	PWS Tasks
Imari L. Gillispie	PXD Advanced Human Resources Specialist	7.3.1-7.3.6; 7.5.4; 7.5.7-7.5.8

Job Responsibility	Qualifying Skills
Awards & Recognition Program Management: Lead the design, implementation, and administration of performance and non-performance-based awards programs	<ul style="list-style-type: none"> Developed and executed recruitment and HR programs for DoD and Air Force personnel, ensuring compliance with federal workforce policies. Designed employee retention and engagement strategies, implementing effective hiring, onboarding, and career progression initiatives for over 200+ employees. Created and maintained hiring tracker and records system, ensuring transparency and alignment with strategic workforce goals.
Regulatory Compliance & Policy Adherence: Ensure adherence to government personnel awards regulations, maintaining proper documentation and compliance.	<ul style="list-style-type: none"> Oversaw federal HR processes, including position reassignments, merit promotions, and personnel security checks, ensuring compliance with government hiring criteria. Worked closely with HR specialists to draft and manage vacancy announcements and employee benefits, ensuring alignment with DoD regulations. Maintained DoD/AF/NAEYC certification, ensuring all personnel programs complied with federal and agency-specific requirements.
Stakeholder Collaboration & Employee Engagement: Work with HR leadership, supervisors, and employees to identify and implement best practices for recognition programs.	<ul style="list-style-type: none"> Served as a liaison between hiring managers, HR, and employees, ensuring effective workforce planning and organizational development. Led staff training and coaching initiatives, providing ongoing development opportunities and performance feedback. Managed military personnel readiness services, providing direct support to military families and ensuring engagement across workforce initiatives.

Education

Webster University, Charleston, SC
Master's Degree in Human Resource Management **Dec 2014**

Benedict College, Columbia, SC
Bachelor's Degree in Child and Family Development **May 2010**

Experience

US Department of Defense JB Andrews Air Force Base Child Development Center /AF Youth Programs
Assistant Director-Hiring Recruitment Manager (GS-11 Step 4)
District Heights, MD **04/2015 – 04/2023**

- Oversaw human resource operations, strategic planning, and staff training for a team of 60+ employees.
- Developed recruitment strategies to attract qualified candidates for Youth Program positions.

- Executed federal HR management principles, processing position reassignments, merit promotions, and employee onboarding.
- Collaborated with HR specialists to draft vacancy announcements and managed employee benefits, ensuring compliance with federal regulations and hiring criteria.
- Coordinated suitability checks for new employees with the Personnel Security Department.
- Managed military personnel readiness services, supporting families through various programs.
- Effectively trained, supervised and managed with recruitment staff reporting to this position, assuring an effective and efficient team between the hiring managers and human resources department.
- Provided ongoing support, coaching, supervision, and development to colleagues in accordance with hiring recruitment process to the human resource department, including but not limited to acting as a role model, providing constructive feedback, developing a succession plan for employee growth, and documenting performance issues or concerns.
- Identified and approved advertising and recruiting needs based on the market and trends in.
- Including spreadsheets and caseloads with hiring tracker and record system.
- Maintained and developed quality relationships with supervisors, HR managers and personnel.
- Research, develop, implement, and coordinate effective recruitment strategies.
- Developed, planned, and maintained the organization's full life-cycle recruitment process (including its description, recruitment measurement definitions, regular measurement reporting, and taking proper actions to close gaps).
- Researched the market best practices in recruitment and staffing and implements appropriate best practices in the organization.
- Coordinated the social media communication strategy for different job profiles and functions in the organization.
- Key Achievements:
 - Maintained DoD/AF/NAEYC certification and developed training modules for 200+ employees.
 - Maintained successful retention

US Department of the Air Force JB Charleston Child Development Center**Child and Youth Program Assistant (NF-3), Charleston, SC****05/2011 04/2015**

- Designed and implemented instructional programs based on students' Individual Education Plans.
- Fostered effective communication between school personnel and families, addressing parent concerns and preparing reports for leadership.
- Oversaw educational program operations, leading staff development and coordinating parent activities.
- Developed and maintained weekly lesson plans for successful teaching
- Maintained classroom ratios in accordance with State and Federal law
- Managed classrooms with children ages 6 weeks old to 5 years old.
- Key Contributions:
 - Developed multi-sensory lesson plans and curriculum modifications for diverse learning needs.

Lighthouse Staffing**Respite Caregiver, Exceptional Family Member Program (EFMP)****Columbia, SC****10/2010 05/2011**

- Managed client services, ensuring families received appropriate benefits from public assistance programs.
- Collaborated with the EFMP Director to implement client relations initiatives and improve departmental efficiency.

Certifications

Slamm Technologies, Washington, DC

Technical Certificate in Cyber Security (CompTIA Network+)

11/2021

CompTIA Network+

Cyber Security & Risk Management

Technical Skills: Microsoft Office Suite, SharePoint, PeopleSoft, USAStaffing, ADP Workforce, Data Management & Analysis, Employee Benefits Coordination, Recruitment & Staffing, Program & Project Management, Case Management