

[Name]

[address]  
[city,state]

[phone]  
[email]

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**Summary:**

Staffing professional with up to date knowledge of organizational development, training, policy development, and compliance. Experience managing a department dealing with up to 200 personnel. Extensive record of implementing programs that assisted in maximizing safety compliance, leading to a consistent departmental budgetary decrease of 23%.

**Professional Skills:**

- staffing
- organizational departmental planning
- performance management and improvement systems
- organization development
- employment and compliance to regulatory concerns regarding employees
- employee onboarding, development, needs assessment, and training
- policy development and documentation
- employee relations
- company-wide committee facilitation
- company employee and community communication
- compensation and benefits administration
- employee safety, welfare, wellness and health

**Professional Experience:**

**Operations Manager, SGT (E-5), 44<sup>th</sup> Combat Engineer Battalion** 2009-2012

- Designed and coordinated day-to-day material and maintenance requirements of \$200 M department, optimized staff productivity through strategic training, support, and performance management initiatives.
- Oversaw deployment and maintenance of equipment and personnel for an overseas operation in the southern hemisphere while maintaining 95% efficiency during stay.
- Negotiated the provision of logistic and military support for demanding, complex, resource-intensive activities.

**Operations Assistant, SPC (E-4)-CPL (E-4), 1<sup>st</sup> Training Brigade** 2007-2009

- Maintained operational knowledge of staff training, planning, and management. Provided logistical, administrative, and military support for organizational tasks.
- Maintained an above 80% average for performance and efficiency of both staff and equipment.
- Successfully implemented safety compliance procedures allowing for a 98% return rate.

**Operations Technician, PV2 (E-2)-PFC (E-3), 31<sup>st</sup> Combat Engineer Battalion** 2006-2007

- Gained knowledge of and implemented operational policies and procedures, job specific skills, and team building skills.

**Education & Awards:**

**Bachelor of Business Administration**  
University of Phoenix

2011  
Denver, Colorado

**Professional Development**

Primary Leadership Development Course, Equal Opportunity Development Course, Advanced Training in Operations, Technical Issues, Applied Management, Physical Education, and Military Science

**Formal Recognition**

One Army Commendation Medal, Two Army Good Conduct Medals, National Defense Service Medal, and several other awards and citations.