

Jeffery M Wirt

Indianapolis, IN 46226

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317-512-4322

OBJECTIVE

A highly organized, Results focused, networking builder, detail-oriented professional with experience in human relations/human resources, talent acquisition, organizational training, and professional development.

SKILLS

Customer Service
Relationship Building
Communication

Self Motivated/Driven
Organized
Creative
Microsoft Office proficient

Goal Oriented
Sales/Marketing
Management/Supervision

PROFESSIONAL EXPERIENCE

Administrative Non-Commissioned Officer (NCO)

Indiana National Guard– Camp Bondsteel, Kosovo

Sept 2022-July 2023

- Developed, and managed a comprehensive personnel status tracker that was used to account for over 300 United States and Foreign Nation Soldiers.
- Reviewed, corrected and processed over 175 federal and joint awards for assigned personnel.
- Appointed as the alternate Postal Operations NCO, processing and maintaining over 1500 packages and letters for Soldiers attached to 76th Brigade.
- Provided leadership and knowledge of federal shipping and logistics regulations by managing adherence to all policies and procedures from higher headquarters.
- Assisted on all human resource support matters.
- Oversaw all strength management and strength distribution actions.
- Responsible for the readiness, health and welfare of all Soldiers.
- Maintained emergency notification data of all attached Soldiers.
- Developed and maintained all training records.
- Monitored, scheduled, and prepared any required training.
- Assisted Soldiers in personnel actions and scheduled service school attendance.
- Planned and executed unit mobilization plans.
- Operated Digital Training Management System (DTMS) and other military training systems.
- Responsible for coaching, teaching, mentoring and overall health and welfare of attached Soldiers.

Mobilization Medical Readiness Liaison

Indiana National Guard- Indianapolis, IN

Feb 2022-Sept 2022

- Responsible for understanding European Command medical entry requirements, acquiring and submitting compliant medical documentation, and attending regularly scheduled Medical Management Processing System briefs and medical syncs.
- Worked to medically clear over 160 Soldiers for deployment to the European Theater.
- Seamlessly integrated with State Case Managers, Camp Atterbury Physical Examination Center staff, and local doctor offices to facilitate medical readiness.

Discharge Processing NCO

COVID Orders (Indiana National Guard)

Oct 2021-Feb 2022

- Processed over 300 Active-Duty discharges for both COVID and Capitol Response missions with the highest percentage of accuracy.
- Selected as team leader for an 8-man team, ensuring all Soldiers were trained to the same standard.

STRIKE Team Supervisor

COVID Orders (Indiana National Guard)

Aug 2021-Oct 2021

- Planned, and organized, COVID vaccination and testing sites across the greater Indianapolis area.
- Supervised two 4-man teams consisting of both Soldiers and Airmen.
- Processed over 600 COVID tests and 250 vaccinations.

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Defense Travel System Manager

COVID Orders (Indiana National Guard)

May 2021-Aug 2021

- Processed authorizations and vouchers totaling \$28,000 in travel payments for 35 Soldiers.
- Supervised 4 lower enlisted Soldiers processing authorizations and vouchers, while reporting to higher supervisors.

Administrative Non-Commissioned Officer

Operation Capitol Response (Indiana National Guard)

Jan 2021-May 2021

- Assist on all human resource support matters.
- Oversight of all strength management and strength distribution actions.
- Responsible for the readiness, health and welfare of all Soldiers.
- Maintain emergency notification data.
- Develop and maintain all training records.
- Monitor, schedule, and prepare training.
- Assist Soldiers in personnel actions and schedule service school attendance.

Community Relations Specialist

Interagency Readiness Solutions, LLC/Indiana National Guard

Aug 2019-Jan 2021

- Communicating with companies and organizations about their upcoming employment needs.
- Disseminating of information gained from company visits to the rest of the employment team.
- Helping Service Members, dependents and spouses by providing talent acquisition support.

Director of Veteran Employment and Outreach

Indiana Department of Veterans Affairs – Indianapolis, IN

Nov 2016-June 2019

- Helped Veterans, service members, dependents and their families by providing talent acquisition support.
- Assisting 479 Veterans, Service Members, and dependents with finding meaningful employment.
- Supervised and trained 3 State Veteran Outreach Specialists to provide talent acquisition support for Veterans, Service Members, and Dependents through job placement, resume writing and career counseling. Also oversaw and participated in daily activities and duties.
- Consistently identified and managed a steady pipeline of employment opportunities for Veteran placement.
- Planned, and executed, employer events to educate HR personnel on the benefits of hiring Veterans, Service Members, and dependents.
- Worked with over 500 companies and organizations to increase Veteran employment and services.
- Developed personal connections through excellent communication with Veterans and employers in order to evaluate and create "Best Right Fit" placement opportunities.
- Coordinated and built new relationships with strategic Veteran employment partners throughout the state.
- Consistently measured the success of the department through key metrics and the ability to achieve or exceed weekly, monthly, quarterly, and annual goals. Set up and coordinated outreach events throughout the state.
- Strategically partners with Program Managers to fulfill current and future recruiting needs.
- Maintains thorough administration of Veteran Affairs Employment Internal Applicant Tracking System (ICIMS).
- Recruited Cleared (Secret, Top Secret, and TS/SCI) Veteran professionals to come to Indiana.
- Conducted technical candidate interviews to place "Best Fit" Candidates with applicable employer.
- Managed on-line job posting strategy, including research into new job boards and web sites.
- Creatively utilized web sites, job boards, and other media to identify potential candidates to retire in Indiana.
- Performed internet data mining using creative search techniques to get Veterans to move to Indiana.
- Vets, qualifies, and submits candidates to associate company managers; based on Strategic employer partner needs.

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Veteran Outreach Specialist

Indiana Department of Veteran Affairs – Indianapolis, IN

Jul 2015-Nov 2016

- Set up Community Outreach Events within region.
- Communicated with companies and organizations about upcoming employment needs.
- Helped Veterans, service members, dependents and their families by providing talent acquisition support.

Administrative Assistant/Employment Coordinator

Odyssey Marketing Group/Indiana Department of Veteran Affairs – Indianapolis, IN

2014-2015

- Set up Community Outreach Events within region.
- Communicated with companies and organizations about upcoming employment needs.
- Helped Veterans, service members, dependents and their families by providing talent acquisition support.
- Communicated with IDVA staff.
- Maintained applicable spreadsheets, schedules, appointments, archiving documents, and managing routine correspondence.

Human Resources NCO (ADOS Orders)

76th Brigade S1- Indianapolis, IN

2014-2014

- Responsible for all paperwork input including, but not limited to, record keeping and updates, awards, promotions, demotions, certifications, data entry and filing.
- Assisted superiors with education, family readiness, medical and retention processes and procedures essential to 3,000 National Guard soldiers.
- Evaluated information to determine compliance by performing research necessary in determining validity documentation then reviewing for accuracy.
- Secret Security Clearance and HIPAA certification.

EDUCATION

- Dale Carnegie – Skills for Success
Time Management/Leading Across Generations
Effective Outreach
- Indiana Army National Guard
 - Advanced Leader Course – Fort Jackson, South Carolina 2020
 - Human Resources Specialist Training – Fort Shafter Flats, Hawaii 2016
 - Warrior Leader Course- Onate Military Reserve, New Mexico 2013
 - Fire Finder Radar Operator Training- Fort Sill, Oklahoma 2004
 - Basic Training and Infantry Training- Fort Benning, Georgia 2002
- Prairie Heights Senior High School
Lagrange, IN High School Diploma

REFERENCES AVAILABLE UPON REQUEST