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## PROFESSIONAL SUMMARY

Talent Acquisition Specialist and Military Veteran with a Top-Secret | SCI Security Clearance leveraging over 10 years of proven experience in building exceptional relationships and demonstrating a high level of initiative and commitment to excellence and growth. Performance-driven and results-oriented professional with an exemplary track record of success in managing multi-faceted operations, developing personnel, quality control, and planning. Possess a strong ability to communicate with diverse populations to effectively resolve issues to achieve goals. Career is supported by a multitude of leadership and development courses as well as career advancement training.

- Cross-Functional Leadership
- Talent Analytics
- 360-Degree Feedback
- Records Management
- Career Pathing
- Human Resources
- Data | Trend Analysis
- Policy Implementation
- Process | Procedures

## KEY HIGHLIGHTS

**Training and Development** – A versatile and innovative management individual who is skilled at seeing the “big picture” while able to focus on the details through the entire process. Demonstrated ability to assimilate to new ideas, concepts, methods, and technologies. Dedicated and innovative team builder with a superior work ethic

**Operations Management** – Demonstrated leadership in numerous multinational operations by creating support plans, logistical coordination, supply analysis, and personnel oversight. Exceptional cross-functional partner, consensus builder, and thought leader in driving transformation and scaling operations; a reputation for establishing cultures of excellence and inspiring diversified groups.

## PROFESSIONAL EXPERIENCE

**United States Army National Guard – Various Locations**

**2010 – Present**

### **Administration Clerk (2018 – Present)**

Processed potential applicant’s paperwork for enlistment at MEPS. Prepared forms, documents, and packets for quality control checks on applicant prescreen for enlistment into the National Guard. Managed and provided oversight of all applicant’s physical examination paperwork before the applicant enlisting.

- Displayed the ability to analyze available information within the commander intent and assist with mission accomplishment
- Created and coordinated support aids and presentations for requiring training on MEP processing; routinely advises and mentors applicants on key task to be accomplished while processing at MEPS
- Conducted individual planning and analysis to develop and implement productive monthly, weekly, and daily plans that would ensure mission accomplishment

### **Retention Specialist (2014 – 2018)**

Determined applicant enlistment eligibility, counseled applicants on enlistment programs and options Prepared enlistment applications and processes qualified applicants to enlist into the National Guard. Implemented and conducted National Guard awareness programs throughout an area covering 779 square miles with a population of 66,956. Maintained a network of influencers to include parents, educators, and community officials in 6 high schools: responsible for \$30,000 worth of government equipment.

- Assisted in developing TAG level retention briefings and actively participated in the briefings when called upon; inspired retention improvement through constant advocating of the state retention goals
- Served as the primary RMS instructor for the entire state; trained over 100 personnel on the RMS system resulting in an average of a 3% increase in retention rates for those units that partook in the training
- Conducted individual planning and analysis to develop and implement productive monthly, weekly, and daily plans that would ensure organizational accomplishment

### **Operations Manager (2010 – 2013)**

Responsible for tracking and scheduling training requirements for over 50 personnel. Maintained digital and hard copies of all training records for the organization. Managed all administrative and training systems for providing monthly training and security clearance updates for the unit.

- Trained employees in office and database systems along with policies and procedures while focusing on minimizing errors and generating detailed administrative and procedural processes to improve accuracy
- Created plans by adapting technology and best practices that aligned with the scope and vision of the organization to promote development for contingency plans and senior leader initiatives

### **TECHNICAL SKILLS**

**Operating Systems:** Mac | Microsoft Windows, Windows 10

**Software:** Microsoft Office, Access, Word, Excel, PowerPoint, Outlook