

DANIELLA Merrill

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Federal Employee: GS201-09 with GS201-11 equivalent (Department of Defense 2016- present)

Veterans Preference: 5 Point Veteran's Preference and Military Spouse

Security Clearance: Secret Security Clearance

US Citizenship: Naturalized Citizen

OBJECTIVE

Continue to serve my Country and Community through advanced federal or civilian employment.

PROFESIONAL SUMMARY

Communicative leader with strong administrative and human resource skills. A motivated, result-oriented Federal HR Professional with proven years of expertise in HR functions and operations. Successful at developing positive relationships with colleagues and customers. Possesses a strong knowledge of equal opportunity and encourages strong practices in the same. Approaches each situation with compassion and concern. Well-rounded with experience in training and development, community relations and, recruitment and retention practices.

SKILLS

Microsoft Programs

Results Driven

HR Policy and Procedures

Self-Starter

Public Speaking

Emotional Intelligence

Data Analytics

Training and Development

Recruitment and Retention

Strong Communication

Leadership Ability

Oral and written

Communication

WORK HISTORY

Human Resource Specialist (Project Officer, Talent Development Team), 02/2019- 2/2020

PFI - DFAS Indianapolis, Indiana (Active Duty Tour in GS 201-11 position)

- Project Officer in support of various programs that reside in the Talent Development team, to include but not limited to the leadership development programs as well as pre-retirement training classes
- Duties include the identification of employee, management, and site/organization training needs, potential training solutions, and coordination of on-site training requirements. Incumbent will provide advisory services affecting training programs and scheduling of courses, to include the coordination and support of various learning platforms (such as video teleconferencing and virtual learning platforms).
- Coordinate delivery of courses across the agency at various locations, maintain attendance data, manage training course enrollments and wait lists, order course materials, and complete course completion reporting requirements. Other duties as assigned to ensure successful program execution and management of vendor related courses.
- Analyze trend data to support scheduling and recommendations of changes and justify expenditure of allocated funds.

- Market research and compilation of current and recommended course offerings to use on Performance work statements. Provide input and assistance with remaining work toward contract bidding and awarding.
- Key competencies needed include strong written and oral communications skills; familiarity with Microsoft Office products to include Excel, Access, and Word; ability to plan and organize; strong attention to detail and ability to multi-task in a dynamic environment; ability to work as a team as well as an individual.
- Compile, review, and analyze course surveys and evaluations (evaluating assent tool) in order to provide advisory and consulting services to management. Create reports documenting recommendations based on analysis that apply innovative methods and evolving adult learning theory and practices in the design and development of individual training courses and larger-scale training programs to meet organizational needs.
- Based on analysis conduct cost benefit and possible program/course changes.

**Human Resource Specialist (Medical Case Coordinator) (GS 201-09 Step 4), 08/2016- Present
Indiana Army National Guard J1 Med - Camp Atterbury, Indiana**

- Responsible for oversight administration and implementation of policies pertaining to state medical affairs, and exercise of programs in one or more of the following areas: Line of Duty (LOD) Investigation Program, Incapacitation Pay Program, Active Duty Medical Extension (ADME) Program, MOS Medical Review Board (MMRB) Program, Medical Disqualification Program, Follow up Health Care Program, Medical Claims Processing Program, Medical Travel and Orders Program, Medical Evaluation Board (MEB), Physical Evaluation Board (PEB), Soldier Readiness Processing (SRP), demobilization coordination with Post Deployment Health Re-Assessment (PDHRA). Cases have major effects on career or service as they may result in unfavorable career separation or loss of status. Ensures that regulatory requirements related to the specific action or interviews personnel to obtain needed data.
- Process the medical retirement or separation of Army National Guard Soldiers. Conduct Retirement/out processing briefings. Prepare and process appropriate benefits paperwork.
- Process pay and benefits for assigned personnel.
- Coordinates with the Human Resources Command (HRC), National Guard Bureau (NGB), the Military Medical Support Office (MMSO), Tri-Care, Regional Medical Command, the Military Treatment Facilities (MTF), the Medical Evaluation Board (MEB), Physical Evaluation Board Liaison Offices (PEBLO), Regional Army Commands, State and regional counterparts, and members at all unit levels.
- Serves as the advisor to the Supervisory Human Resources Specialist on issues of health care, sources of healthcare, and medical aspects of Soldier readiness. Collects, analyzes and provides statistical reports to the Supervisory Human Resources Specialist within the state regarding the health services programs. As required, organizes, coordinates, and provides briefings and training for workshops, seminars, and conferences. Attends events on behalf of the Supervisory Human Resources Specialist as needed.
- Responds to inquiries and various correspondence within respective areas and ensure maintenance of an action file for all responses. Oversees, observes, and advises the release of sensitive information in accordance with HIPAA and Privacy Act standards concerning individual military members and mission requirements.
- Coordinates, assembles, monitors and ensures the proper conduct of medical boards, and participates as required. Provides tracking, over-sight, assistance and follow-up to issues identified through all medical aspects of Soldier readiness (SRP, PDHRA, and Periodic Health Assessment (PHA). Assists with or conducts onsite training as requested or required by supported units and activities.

- Reviews, evaluates, and interprets regulatory guidance, policies, and procedures to applicable programs. Provides guidance to all users through the development of policies, procedures, standard operating procedures (SOPs) and electronic tracking systems; as well as dissemination of information related to the appropriate program. Publishes guidance to enhance and simplify completion and submission of related actions.
- Provides supervision of subordinate staff through the planning, assignment, and review of work; granting of leave; providing recommendation of training requirements, performance standards, and ratings; and effecting minor disciplinary actions such as warnings and reprimands. Responsible for the overall training and professional development of subordinates.

Federal EEO Hearings clerk (GS 201-05), 07/2015- 8/2017

United States Equal Employment Opportunity Commission- 101 W. Ohio St. Indianapolis IN 46204

- Understand and recognize violations of Equal Employment Opportunity
- Advise on the process of filing complaints within federal agencies
- Act as liaison between the EEOC and representatives from other federal agencies
- Type and prepare a wide variety of materials from rough draft into final form
- Input and maintain automated information on various computer programs (Data Entry)
- Review, compare, and correct data entered into the systems (Quality Assurance)
- Receives and responds to written and verbal correspondence, answers inquiries and researches and provides solutions to problems (Customer Service)
- Prepare and type correspondence, reports, and other documents while assuring correct punctuation, spelling, and grammar of all material
- Review and process incoming and or outgoing correspondence
- Responsible for establishing, updating and maintaining office records and files
- Customer service: receive telephone calls, greet visitors, and handle referrals as necessary
- Performs personnel and administrative actions
- Researches and obtains all necessary, relevant information regarding cases and issues and provides explanations and interpretations of rules, regulations, procedures, and requirements pertaining to actions taken or recommended
- Receives and reviews incoming complaints for processing in the federal hearings sector
- Schedules hearings, pre hearings, and status conferences. Sets up teleconference or video teleconference for the same
- Drafts legal orders

Recruiting and Retention Non Commissioned Officer (Squad Leader), 05/2012 to 06/2014

Army National Guard – 2002 S Holt Road, Indianapolis, In 46241

- Determines basic enlistment eligibility of future Army National Guard Soldiers.
- Pre-qualifies an individual for enlistment by determining eligibility for extension or immediate reenlistment.
- Conducts enlistment, attrition management and retention interviews.
- Explain the selected reserve incentive program and the Montgomery GI Bill, initial entry training (IET) requirements, test results, enlistment options/programs/obligations, non-regular service retirement, and employer support and reemployment rights. Brief applicant on MEPS processing. Prepares and completes an enlistment packet.
- Conducts school and community programs
- Acts as squad leader for training and mentor of new soldiers.

- Compiles background and employment history
- Completes enlistment packet using National Guard computer systems
- Assists units and RSD with discharges/separations, promotions, awards, reductions, promotion eligibility, Simultaneous Membership Program (SMP), discharges, waivers, a award/withdraw, and Military Occupational Specialty (MOS)
- Counsels members of Squad, maintains records of squad members for NCOER and Promotion/Awards
- Prepares and presents briefings to higher
- Serves as Equal Opportunity Leader

Equal Opportunity Leader, 2013-Current
Army National Guard- Various locations

- Understand and articulate Department of Defense (DoD), Army, and local command policies concerning Equal Opportunity (EO).
- Assist the commanders in implementing a Consideration of Others Program.
- Recognize and assess indicators of institutional and individual discrimination in organizations.
- Recognize sexual harassment in both overt and subtle forms.
- Recommend appropriate remedies to eliminate and prevent unlawful discrimination and sexual harassment.
- Continuously assess the command climate through formal surveys, interviews and accessibility to the unit.
- Collect, organize and interpret demographic data concerning all aspects of EO climate assessment.
- Assist commanders in assessing, planning, implementing and evaluating the EO program.
- Organize or assist with training sessions that pertain to EO, unlawful discrimination, prevention of sexual harassment and the Consideration of Others Program.
- Assist in evaluating the effectiveness of unit training conducted by commanders.
- Plan and help conduct executive seminars for senior leadership on EO action plans and affirmative action, EO, unlawful discrimination, the Consideration of Others Program and the prevention of sexual harassment.
- Receive and assist in processing individual complaints of unlawful discrimination and sexual harassment and conduct EO inquiries according to the commander's guidance.
- Provide advisory assistance to commanders and investigating officers in the investigation and resolution of unlawful discrimination and sexual harassment complaints.
- Review and comment on investigative reports of EO complaints for compliance with DOD and DA EO policy and objectives.
- Conduct follow-up assessments of all formal EO complaints.
- Assist in the planning and conduct of ethnic observances\special commemorations.
- Assist commanders in developing the EO policy for their unit.
- Maintain, where appropriate, informal liaison with community organizations fostering civil rights.
- Conduct staff assistance visits to subordinate units and other headquarters.
- Conduct or attend EO coordination training at least once quarterly at the installation level.

Military Police Officer (team leader), 08/2002 to Current
Army National Guard – Various Locations

- Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.
- Ability to analyze situations quickly and objectively, and to determine proper course of action to be taken.
- Ability to understand and carry out oral and written instructions
- Responsible for leading the Soldiers that protect lives and property on Army Installations.
- Supervise the execution of the five military police Battlefield functions: Maneuver and mobility support operations (reconnaissance and surveillance).
- Area security operations (site security and response).
- Law & order operations (law enforcement and developing host-nation police forces).
- Internment/resettlement operations (military prisoners and enemy combatants), and Police intelligence operations
- Serves on Military Funeral Honors Unit

Police Officer, 01/2010 to 6/2014

City Of Union Police Department – 118 N. Main St, Union, Ohio 45322

- Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.
- Ability to analyze situations quickly and objectively, and to determine proper course of action to be taken.
- Ability to understand and carry out oral and written instructions
- Actively patrolled assigned areas to prevent and detect crimes.
- Enforced all traffic laws and ordinances and checked speed with radar.
- Issued warnings and citations for traffic violations.
- Conducted thorough investigations of serious injury and fatality traffic accidents.
- Investigated and reported crimes, accidents, offenses and damage to property.
- Conducted preliminary investigations at the scenes of major crimes.
- Secured crime scenes, gathered evidence and questioned witnesses.
- Apprehended offenders and conducted interviews and interrogations.
- Checked all vehicle equipment for proper functioning prior to use.
- Responded immediately to calls involving automobile accidents and criminal activity.
- Booked suspects and processed mug shots and fingerprints.
- Apprehended suspects, read Miranda Rights and transported offenders to jail.
- Talked regularly with citizens to establish rapport and become a familiar presence in the area.
- Immediately reported deficient streetlight, signs and road surfaces to keep residents safe.
- Removed disabled vehicles and obstructions from roadways.
- Gathered necessary information for court appearances and testified as a witness under oath in court.
- Evaluated complaint and emergency-request information to determine response requirements.
- Took an active role in policing schools, which means dealing with both internal and external crimes.
- Provided visible presence in and around a school, helping administrators create a secure and safe environment for students, teachers and the wider community.

- Educate children in class by giving presentations or run community service projects, special classes or clubs.

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Police Officer/School Resource Officer, 01/2008 to 12/2010

Howard County Police Department – 3410 Courthouse Dr, Ellicott City, Md 21043

- Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.
- Ability to analyze situations quickly and objectively, and to determine proper course of action to be taken.
- Ability to understand and carry out oral and written instructions
- Actively patrolled assigned areas to prevent and detect crimes.
- Enforced all traffic laws and ordinances and checked speed with radar.
- Issued warnings and citations for traffic violations.
- Conducted thorough investigations of serious injury and fatality traffic accidents.
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- Talked regularly with citizens to establish rapport and become a familiar presence in the area.
- Immediately reported deficient streetlight, signs and road surfaces to keep residents safe.
- Removed disabled vehicles and obstructions from roadways.
- Gathered necessary information for court appearances and testified as a witness under oath in court.
- Evaluated complaint and emergency-request information to determine response requirements.

Police Officer, 04/2005 to 11/2007

City Of Monroe Police Department – 116 S. Broad St. GA

- Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.
- Ability to analyze situations quickly and objectively, and to determine proper course of action to be taken.
- Ability to understand and carry out oral and written instructions
- Actively patrolled assigned areas to prevent and detect crimes.
- Enforced all traffic laws and ordinances and checked speed with radar.
- Issued warnings and citations for traffic violations.
- Conducted thorough investigations of serious injury and fatality traffic accidents.
- Investigated and reported crimes, accidents, offenses and damage to property.
- Conducted preliminary investigations at the scenes of major crimes.
- Secured crime scenes, gathered evidence and questioned witnesses.
- Apprehended offenders and conducted interviews and interrogations.
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- Evaluated complaint and emergency-request information to determine response requirements.
- Took an active role in policing schools, which means dealing with both internal and external crimes.
- Provided visible presence in and around a school, helping administrators create a secure and safe environment for students, teachers and the wider community.
- Educate children in class by giving presentations or run community service projects, special classes or clubs.

EDUCATION

Bachelor of Science:

North Georgia College and State University - Dahlonega, GA

- Currently working towards completion of bachelor's degree
- Coursework in criminal justice, criminology and sociology
- Coursework in law enforcement, correctional administration and information security systems
- Criminal justice and sociology coursework
- Gang and drug investigation tactics seminar
- Courtroom testimony survival tactics seminar
- Participated in the corps of cadets (rotc) at senior military college.
- Served as the public affairs officer for the corps of cadets
- Competed in color guard/honor guard