

# **BRAINFUSE CAREER WRITING**

Thank you for your resume submission!

Our comments and recommendations about specific parts of your resume are included in our tutor response form below. Feel free to re-submit your resume for further review after using our comments and suggestions to make the recommended changes.

If you have general questions, you can direct them to <u>info@brainfuse.com</u>. Thank you for choosing the Brainfuse Writing Lab.

#### SUGGESTED CHANGES

- In general, we don't recommend putting in an "Objective" as you want to convince an employer why you should be hired and not what you want from the company. We put in a headline that summarizes who you are and what you have to offer.
- Most human resources managers quickly scan resumes for relevant background/experiences so we do not recommend resumes be more than 2 pages.
- We reformatted the resume to make it more visually appealing and made your strongest credentials stand out by tightening the original paragraphs. Please note that a resume is your own personal marketing tool so you only want to mention experiences that will make you stand out. For instance, think of the last time you saw a commercial about any product: mundane facts, such as plastic cups being made of plastic, aren't mentioned. Likewise, you need to mention accomplishments or how well you did your job instead of simply listing your job functions. Ask yourself, what did I do to increase productivity? Did morale improve after I implemented a policy? Since you want to find employment in human resources, only mention information about you that will convince an employer that you have the right accomplishments for a human resources position.
- When appropriate we deleted military acronyms to de-emphasize the military nature of your job experiences. You want to accentuate the human resources side of your past which just happens to be in the military. We also excluded words such as "senior" because you don't want the employer to not hire you because you want a senior position.
- Do not put months in dating your experiences as that makes your resume look choppy. Employers want to see growth in the field that you are interested in.
- Always put down the best phone and email address for an employer to reach you. No work phone or email.
- Remember, a resume is not about writing your entire work history; only mention relevant information and experiences. For instance, no need to mention an associate degree if it isn't going to appear relevant for a human resources position or is the same as your bachelor's degree.
- Mention any outside activities that would present you as a well-rounded individual. For instance being a baseball coach shows leadership. We don't, however, recommend listing political or potentially controversial interests or activities.

# RECOMMENDED SAMPLE

# **CAREER FIFTEEN**

111 Any Street City, NE 11122

(Available for Relocation)

Phone: 111-222-3333 career15@gmail.com

Award-winning, proactive human resources professional with extensive background in personnel recruitment, placement, retention, and policy development with expertise in regulatory compliance

#### **PROFILE OF QUALIFICATIONS**

- Proven talent for recruiting, motivating and leading collaboratively with diverse teams of managers and specialized professionals.
- Hands-on, versatile leader with demonstrated track record of building cooperative, productive teams that work efficiently toward common goals and organizational objectives.
- Creative problem solver with ability to analyze and optimize productivity by restructuring personnel development and management in alignment with key organizational goals.
- Knowledgeable in employment policies and regulations including:
  - Human Resources Information System (HRIS)/Benefits Administration and Budgeting
  - Equal Employment Opportunity Commission policies
  - Environmental Health & Safety Forms Management/Freedom Of Information Act (FOIA) Management
  - Quality Assurance and Personnel Security clearance
- Dependable and trustworthy with top Federal security clearance.
- Proficient in all Microsoft Office applications.

#### EDUCATION

Bellevue University, NE

• Bachelor's Degree in Human Resources/Labor Relations Management

#### **PROFESSIONAL HIGHLIGHTS**

#### VICE PRESIDENT, Human Resources/Personnel Readiness Operations

Robins Air Force Base, GA and Offutt Air Force Base, NE

- Execute \$964K education budget resources to develop cost-effective personnel readiness training programs in accordance with Department of Defense directives and policies.
- Maintain critical liaison between military and civilian support agencies to create high morale and facilitate overall welfare and oversight of a diverse group of 400 military and civilian personnel.
  - Successfully administer civilian and military personnel family support services through mentoring and leadershipby-example guidance.
- Ensure rapid unit accountability during emergencies, natural disasters, and other extraordinary events through the Personnel Readiness Center.
- Demonstrate strategic management of over 2,000 monthly personnel deployments supporting the national defense initiatives by seamlessly integrating all facets of personnel readiness operations, including the Status of Resources and Training Systems (SORT's).

#### DIRECTOR OF PERSONNEL

Offutt Air Force Base, NE

- Directed and organized with distinction personnel programs for over 12,000 civilian and military personnel by implementing timely deployment, certified training, and execution of quality assurance measures.
- Effectively served as a budget official with \$82.7K budget and accurately oversaw allocation of \$12M in human resources management programs, including timely disbursement of \$15M in bonuses.

2005 - 2006

2006 - Present

#### PERSONNEL/SECURITY MANAGER

Peterson Air Force Base, CO

- Efficiently managed the second largest Personnel Reliability Program (PRP) in the Air Force by providing integral policy guidance for personnel training for six certifying officials and 4,800 + PRP resources.
- Successfully launched innovative combat-ready procedures for the support-integrated processing team for the Personnel Support for Contingency Operations (PERSCO).
- Validated and enforced policy guidance to 52 functional managers and nine bases; performed nuclear surety quality assurance visits to Personnel Reliability Program (PRP) locations.

#### **AWARDS AND HONORS**

Superintendent of the Year, 2007 Manager of the Year, 2001 – 2003 Personnel Specialist of the Year, 1990 – 1992

#### **AFFILIATIONS AND INTERESTS**

• (List any here.)

Career Fifteen Cell Phone Home Email Work Email

#### **OBJECTIVE:**

A challenging career where my work contributes to the success of the company and customer. One where I can lead and mentor personnel toward goals and organizational objectives.

#### **PROFESSIONAL SUMMARY:**

Versatile senior leader with more than 24 years experience leading personnel across diverse support organizations within the Air Force personnel management field. A proactive and creative thinker who can work effectively as a member of a team or independently both producing outstanding results. Demonstrated ability to optimize alignment with key organizational goals by analyzing needs and redistributing human resources. Proven talent for recruiting, motivating and leading effective teams of managers and specialized professionals. Strong track record of building profitable relationships with executive peers, clients, business partners, and employees. Detail oriented with outstanding verbal and written communications skills, proficient in MS Office products and possesses a Top Secret/SCI security clearance. Additional areas of expertise include:

Employee Relations Management – Policy Development – Best Practices – Empowerment Programs – Concensus Building – Quality Awareness – Education Resources – Coaching – Change Management – Regulatory Compliance – Quality Assurance – Personnel Security -Recruitment and Placement – Budgeting & Forecasting – Benefits Administration – EEO -Environmental Health & Safety – Fit Force - Facilities & Equipment Management - HRIS

## EXPERIENCE:

Career Note: Active Duty Air Force 1985-2010. Various positions in a variety of organizations culminating in the following senior leadership positions:

# Oct 2007 to present Vice President, Personnel Readiness Operations Headquarters Air Force Reserve Command (AFRC),

Robins Air Force Base GA

Operates the AFRC Personnel Readiness Center; ensures personnel accountability during wartime/emergencies/natural disasters. Provides guidance to the Director of Manpower and Personnel, 39 Reserve Military Personnel Flights (MPF), 3 Numbered Air Force (NAF) personnel staffs, and 3 Satellite Personnel Agencies (SPA) and deployed Personnel in Support of Contingency Operations (PERSCO). Manages all facets of PERSCO operations including the Status of Resources and Training Systems (SORTs). Responsible for the management of over 2,000 monthly personnel deployments supporting the Global War on Terrorism. Develops personnel and personnel readiness policies and procedures. Interprets public law, Department of Defense (DOD) directives, instructions, and policies pertaining to all personnel programs ensuring procedural guidance provided is accurate and easily understood. Serves as Functional Area Manager for the Personnel Career Field (Enlisted and Officer). Develops curriculum guidance and coordinates changes with the Personnel Air Force Career Field Manager (AFCFM) at the Pentagon.

# Jul 2006 to Sep 2007

# Vice President of Human Resources

55<sup>th</sup> Mission Support Squadron, Air Combat Command (ACC) Offutt Air Force Base, NE

Principle advisor to the commander on morale, health, welfare, and discipline for over 400 military and civilian personnel in the wing's most diverse organization. Provided oversight of unit administration and human resource program functions for the Mission Support Squadron, Comptroller Squadron and Services Squadron to include civilian and military personnel program support, education and training, family support services, professional military education and manpower management. Provided guidance through counseling and leadership-by-example on issues of military courtesy, personal appearance, and discipline. Performed as the commander's principle senior advisor by maintaining liaison with base and civilian support agencies, ensuring overall health of the organization. Directed training/executed \$964K education resources. Acted as the squadron First Sergeant (employee relations manager), Quality Assurance Evaluation Team Leader, budget analyst, EEO and HRIS analyst.

# Jul 2005-Jul 2006 Director of Personnel

55<sup>th</sup> Mission Support Squadron , Air Combat Command (ACC) Offutt Air Force Base, NE

Led a 56-person Military Personnel Flight (MPF) serving Air Combat Command's largest wing. Directed personnel programs for over 12,000 military/civilian personnel, 33 squadrons and 93 associate units including US Strategic Command, the Air Force Weather Agency and over 30,000 retirees and dependents. Ensured timely deployment of 3,000 base personnel annually supporting contingency operations worldwide via Personnel Readiness and Processing Deployment Functions (PDF). Trained and deployed 55 Personnel Support for Contingency Operations (PERSCO) team members. Managed 491 base Personnel Reliability Program (PRP) positions. Functional career field manager for 81 personnel. Managed \$12M in resources. Managed and implemented the flight's training program. Formalized training program/Identified training needs and executed methods to obtain desired proficiencies. Led/organized the quality assurance self inspection visits for serviced units. Manager/Approving Official for \$82.7K FY budget. Supervised payment of over \$15M in bonuses.

## Jul 2002 – Jul 2005

## Manager, Readiness and Personnel Reliability Program Branch

Headquarters Air Force Space Command (AFSPC) Peterson Air Force Base CO

Developed and Implemented procedures for the Air Force Space Command Expeditionary Combat Support-Integrated Processing Team for Expeditionary Aerospace Forces (EAF). Managed Aerospace Expeditionary Forces (AEFs) human resource taskings. Validated taskings with the AEF Center, Major Commands, deployed locations and AFSPC bases. Provided and enforced AEF policy/guidance to 52 functional managers and nine bases. Monitored the Status or Resources and Training System (SORTS) for Personnel Support for Contingency Operations (PERSCO). Managed the second largest Major Command Personnel Reliability Program (PRP) in the Air Force. Provided critical policy and guidance concerning Readiness and PRP matters. PRP manager for six certifying officials and 4,800+ PRP resources. As senior advisor, briefed new squadron commanders on PRP responsibilities. Performed nuclear surety quality assurance visits to PRP locations. Security Manager and Personnel Battlestaff representative. AFSPC functional manager for the personnel career field and PERSCO taskings.

# EDUCATION:

Bachelor's Degree - 2008 (Dean's List) Major: Human Resource & Labor Relations Management (w/honors) Bellevue University, Bellevue, NE

Associate's Degree - 1997 Major: Human Resources & Personnel Administration Community College of the Air Force

# **SPECIALIZED TRAINING:**

Senior NCO Academy, in-residence and by correspondence, 2006 NCO Academy, in-residence, 1999 (First Sergeant) NCO Leadership School, 1990 (Military Citizenship Award) NCO Preparatory Course, 1988 (Distinguished Graduate) Personnel Specialist Course, 1985 (Honor Graduate) Quality AF Facilitator's Course/Covey 7-habits/Train the Trainer Course/Quality Focus Course Equipment Custodian Management/Supervisor's Safety Course/USAF Effective Writing Course Publications and Forms Management/Freedom Of Information Act (FOIA) Management Personnel Security Manager/EEO/Human Trafficking/ Microsoft Office (all software programs) Information Assurance/Endpoint Administrator

# AWARDS:

4 AF Meritorious Service Medals, 3 AF Commendation Medals, 3 AF Achievement Medals 1 Joint Service Commendation Medal, 2 Humanitarian Service Medals Military Outstanding Volunteer Service Medal, Kuwait Liberation Medal, Korean Service Medal AFRC Lance P. Sijan Leadership Award, 2008 & 2009 Personnel Superintendent of the Year-Wing level, 2007 AFSPC Personnel Manager of the Year-MAJCOM level, 2003, 2002, 2001 Non-commisioned Officer of the Year-Wing Level, 1999 Personnel Technician of the Year-Wing Level, 1997 Lance P. Sijan Leadership Award, 1996 Non-commissioned Officer of the Year-Wing Level, 1995 & 1996 17<sup>th</sup> Air Force Personnel Technician of the Year-Wing Level, 1994 Personnel Technician of the Year-Wing Level, 1990, 1991, 1992 Numerous SNCO, NCO, Airman of the Quarter Awards

\*References available upon request