

## RECOMMENDED SAMPLE

# CAREER FIFTEEN

111 Any Street  
City, NE 11122

(Available for Relocation)

Phone: 111-222-3333  
[career15@gmail.com](mailto:career15@gmail.com)

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

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## PROFILE OF QUALIFICATIONS

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- 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

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Bellevue University, NE

- **Bachelor's Degree in Human Resources/Labor Relations Management**

## PROFESSIONAL HIGHLIGHTS

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

2006 – Present

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 leadership-by-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

2005 – 2006

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.

## PERSONNEL/SECURITY MANAGER

2002 – 2005

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

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*Superintendent of the Year*, 2007

*Manager of the Year*, 2001 – 2003

*Personnel Specialist of the Year*, 1990 – 1992

## AFFILIATIONS AND INTERESTS

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- (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 – Consensus 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-commissioned 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-MAJCOM level, 1995  
Personnel Technician of the Year- Wing Level, 1994  
Personnel Specialist of the Year—Wing Level, 1990, 1991, 1992  
Numerous SNCO, NCO, Airman of the Quarter Awards

\*References available upon request