

Job Announcement Number:
Title and Grade Level(s):

Desired locations: CA – Sacramento County; CA – San Joaquin County; CA – Alameda County; United States
(Telework/Virtual – Time Zone Immaterial)

First MI Last

ADDRESS

ADDRESS

Mobile: XXX-XXX-XXXX

you@youreemail.com

(INCLUDE LINKEDIN PROFILE ADDRESS IF YOU HAVE ONE)

Veterans Preference: CPS, 30 Percent Compensable Disability Preference; Purple Heart Recipient

Special Hiring Authority Eligible: 30% of More Disabled Veteran; Schedule A

Availability: 1 April 2021

Job Type: Permanent, Telework, Virtual

Work Schedule: Full-Time

Active Secret Clearance (adjudicated Month 24, Year)

PROFESSIONAL SUMMARY

Should be a short synopsis of your career, what your objectives are, etc. 3-5 sentences. e.g.; Human Resources and Project Management professional with more than ten years of experience improving organizations and managing people. *(1-3 MORE SENTENCES)*. Career supported by an MBA, documented training, and extensive real world experience.

WORK EXPERIENCE *(MAINTAIN FORMATTING/SPACING THROUGHOUT; HAVE SOMEONE ELSE LOOK AT IT. RECOMMEND GOING BACK UP TO 10 YEARS, BUT AS FAR BACK AS NEEDED TO DESCRIBE EXPERIENCE)*

Agency/Organization Name

Address

City, State Zip

From – Present *(REVERSE CHRONOLOGICAL ORDER; MOST RECENT FIRST)*

Salary: \$XX,XXX / Year *(NEEDED ESPECIALLY IF YOU DON'T HAVE FEDERAL EXPERIENCE)*

Hours per week: 40 Hours *(NEEDED ESPECIALLY IF YOU DON'T HAVE FEDERAL EXPERIENCE)*

Regional Security Officer; Support Services Specialist (GS-0342-12) *(IF FEDERAL RECOMMEND POSITION TITLE-INTERNAL; POSITION TITLE PER SF50)*

This is a federal position *(IF IT IS)*

Duties, Accomplishments and Related Skills:

- Coordinates... *(DETAILED DESCRIPTION OF DUTIES AND RESPONSIBILITIES OF POSITION. CURRENT POSITION CAN BE WRITTEN IN PRESENT TENSE, ALL PAST POSITIONS NEED TO BE WRITTEN IN PAST TENSE)*
- Participates in national security meetings, working groups, and briefings in order to...
- Developed...

Personnel Security *(UTILIZE BOLDED/ITALICIZED HEADERS TO FOCUS READER'S ATTENTION. USE KEY TERMS FROM THE ANNOUNCEMENT YOU'RE APPLYING TO; CHANGE AS NEEDED TO MATCH NEW ANNOUNCEMENTS)*

- Manages regional personnel security program. Supervises regional HSPD-12 site, initiation of...
- Processes security paperwork...

- **EACH SECTION SHOULD BE AS LONG AND DETAILED AS IT NEEDS TO BE IN ORDER TO SHOW YOU ARE QUALIFIED.**

Supervisor: Name, XXX-XXX-XXXX (*phone #*)

Okay to contact this Supervisor: Yes

(COVER ANY GAPS IN YOUR WORK EXPERIENCE)

In home care for family member

FROM – TO

California Army National Guard

XXth Military Police Brigade

510 Parker Road

Fairfield, CA 94535 United States

FROM – TO

Salary: \$XXX,XXX.XX / Year (*IF MILITARY, GROSS TO INCLUDE ALL BAH/BAS, ETC. BEFORE TAXES/DEDUCTIONS*)

Hours per week: 40 Hours / Week

Human resources Director (O4 Position/GS-12 Equivalent) (*IF ABLE/KNOWN, PUT THE GS EQUIVALENT*)

Duties, Accomplishments and Related Skills:

- Directed, managed, oversaw and coordinated organization strategic human capital, administrative, and support programs and planning for.....
- Directed the work of 7 human resources and operations direct reports, with 40 additional personnel located at 25 remote locations....

Human Resources Expertise

- Supervised the development of the organization's ...
- Conducted an in depth qualitative and quantitative analysis of workforce...
- Wrote organizational policies, and developed technical and administrative processes ...
- Achieved results. (*DON'T BE AFRAID TO PUT YOUR ACCOMPLISHMENTS RIGHT OUT THERE*)
Changes and improvements increased accountability at all levels; decreased required processing time for personnel actions by an average of 60% (10 days to 4 days for routine items); decreased “returned for correction” performance evaluations from 20% to 6% in 6 months (program has been adopted by 24 organizations across the country); ...

Critical Evaluation

- Investigated violations of policy and regulation, ...
- Managed organization compliance to internal and external State and Federal regulations. Conducted inspections to ensure adherence to standards ...
- Performed quarterly analysis of secret level (SIPRNet) unit status reports prior to submission to the Pentagon...
- Directed development of the directorate continuity of operations (COOP) plan. Provided input ...

Leadership

- Conducted quarterly performance evaluations, implementing performance development and improvement programs (PDPs and PIPs) as needed. Ensured personnel set professional and personal goals, and set the climate and conditions in the directorate that made it possible for them to attain them. Recommended promotion, recognition, or disciplinary actions as needed.
- Communicated strategies via email, memorandum and briefings to supervisors ...

Professional Development and Additional Administrative Contributions *(A GOOD SECTION TO INCLUDE IF YOU HAVE ACCOMPLISHMENTS/TRAINING YOU WANT TO HIGHLIGHT BUT DON'T QUITE FIT INTO PREVIOUS SECTIONS)*

- Supervised procurement activities and contracting for organization administrative support...
- Reviewed and updated the organization's standing operating procedure ...
- Instructed four ...
- Key contributor to the development of and facilitator for the website
- Conducted public speaking interview on the article, ... *(INCLUDE EXAMPLES OF PUBLIC SPEAKING IF NEEDED/POSSIBLE)*
- Completed the Microsoft Office Specialist (MOS) 2016 Certification Preparation, including 77-725 Word 2016 (11hr), 77-727 Excel 2016 (13hr), 77-729 PowerPoint 2016 (11hr), 77-731 Outlook 2016 (12hr), and 77-730 Access 2016 (2hr). *(THIS A GREAT WAY TO HIGHLIGHT TRAINING THAT THE POSITION MIGHT BE LOOKING FOR; IT SHOWS WHAT, HOW LONG, AND ALSO COMES WITH COMPLETION CERTIFICATES IF ANYONE ASKS ABOUT IT)*

Supervisor: Name, XXX-XXX-XXXX

Okay to contact this Supervisor: Yes

EDUCATION *(THIS SECTION IS FOR FORMAL, COLLEGE/UNIVERSITY)*

College Name, Lexana, Kansas, 66219

Masters of Business Administration (MBA) 1/2015

Major: Business Administration

Minor(s): Project Management, Organizational Development

Institutional Honors: With Distinction

Grantham University Lexana, Kansas, 66219

Bachelors of Science 9/2012

Major: Business Administration

Minor(s): Project Management

Institutional Honors: Cum Laude

JOB RELATED TRAINING / CERTIFICATES *(PUT OTHER TRAINING COURSES, CERTS, ETC. HERE)*

Change Management Specialist (CMS); # 70023493, The Management and Strategy Institute, 01/2021 *(IF YOU RECEIVE A CERTIFICATE FOR SOMETHING AND IT HAS A CERTIFICATION NUMBER ATTACHED TO IT, MAKE SURE TO PUT THE NUMBER DOWN)*

Federal Mediation & Conciliation Service Basic Mediation Training Program, 40 hours, San Francisco Federal Executive Board, 12/2020

Microsoft Office 365: Teams (Beginner), 5 hours, 09/2020

Microsoft Office Specialist (MOS) 2016 Certification Preparation, 49 hours, 09/2020

(77-725 Word 2016, 11hrs; 77-727 Excel 2016, 13hrs; 77-729 PowerPoint 2016, 11hrs;

77-731 Outlook 2016, 12hrs; 77-730 Access 2016, 2hrs) *(THIS CAN BE INCLUDED IN YOUR EXPERIENCE AREA AS WELL; SEE ABOVE)*

Certified Conflict Manager (CCM); # 50042044, The Management and Strategy Institute, 05/2020

Department of the Army, HR Systems, iPERMS (digital personnel record system) Authorized Official, 05/2018

Adjutant General School Human Resource Management Qualification, 03/2018

SKILLS AND INTERESTS *(THIS IS THE CATCHALL FOR THE KEY PHRASES FROM THE ANNOUNCEMENT)*

Analytical Reasoning

Flexibility

Rapport-Building

Attention to Detail

Goal Setting

Reading and Interpreting Plans

Interests: *(THIS SECTION ADDS SOME PERSONAL TOUCHES)*

VOLUNTEER WORK

Veterati

www.veterati.com

May Contact: team@veterati.com

- Mentors transitioning service members to prevent unemployment post military service.
- Instills hope and builds resilience by encouraging goal-setting and managing expectations.
- Actively listens to mentees' current level of preparedness; provides constructive feedback and assistance on resumes, job searches, and career goals; uses intuition to assist mentees to find answers within themselves; and provides constant encouragement throughout the process. *(THIS IS A GREAT SPOT TO HIGHLIGHT THE INTANGIBLES, E.G. EMOTIONAL INTELLIGENCE)*

Mentor for Transitioning Service Members

10/01/2020 to Present

4 hours monthly

AFFILIATIONS

- Veterans of Foreign Wars; Life Member
- Military Order of the Purple Heart; Member at Large

AWARDS

- Army Achievement Medal: Annual Training 2018, Planner November 2018
 - Commandant's List, Human resources Management Course, March 2018
 - Global War on Terrorism Expeditionary Medal June 2015
 - Kosovo Campaign Service Medal September 2009
 - Purple Heart: Wounds received in combat action, Iraq May 2004
 - Armed Forces Service Medal: Service in the former Republic of Yugoslavia, October 1997
 - Army Commendation Medal: Service in the former Republic of Yugoslavia, October 1997
- (INCLUDE ANY AWARDS GIVEN BY CIVILIAN EMPLOYERS. INCLUDE AWARD NAME/TITLE, AND WHAT IT WAS FOR; TRY TO TIE IT INTO AN EXPERIENCE ABOVE)*

PUBLICATIONS *(INCLUDE SOPs WRITTEN, BOOKS, ARTICLES, ETC.)*

Young, B. *Employee Awards – Helping Break the Writer's Block* (guidance, tips and recommendations for supervisors for writing employee recognition awards). U.S. Army. June 2020.

PUBLIC SPEAKING *(INCLUDE ANY SPEAKING THAT INVOLVED MORE THAN JUST YOUR ORGANIZATION)*

- Young, B. *Resilience Trainer Assistant (RTA) – Training Course*. Certified RTAs to support Resilience training, California Military Department. 24 courses from 2013-2020. Instructor.
- Young, B. *“Basics and the Art Of Writing Effective Evaluations.”* Personnel assessment/evaluation Course, California Military Department. March 2017. Instructor.
- Young, B. *“The California Army National Guard, Informational Video.”* Organizational recruiting and information video, California Military Department. December 2012. Writer, editor, and narrator.

PROFESSIONAL REFERENCES

Name,

Position/Title
Unit/Organization/Agency
Email
Phone