

ELECTRONIC FEDERAL RESUME
8,591 CHARACTERS (WITH SPACES) 3 PAGES
Federal Career Objectives:
Human Resources, GS-0201-11/12
Administrative Officer, Management Analyst, GS-0340-11/12

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EXPERIENCE

04/2005 to 05/2010, Human Resource Planner, E-8, 40 hrs/wk
U.S. Army Human Resources Command, 200 Stovall Street, Alexandria, VA 22332-0000
Payne Diaz; (703) 555-1234; may be contacted.

Team Leader and Director of 20 Human Resources Specialists and Professional Development Managers. Directed recruitment for Army combat readiness personnel for supporting the global war on terrorism.

DIRECTED RECRUITMENT ACTIVITIES TO SUPPORT COMBAT READINESS: Oversaw the worldwide assignment of 34,000 enlisted personnel, including recruitment, accessions, staffing, professional development and retention.

DESIGNED INNOVATIVE STAFFING AND WORKFORCE STRUCTURES: Developed recommendations and implemented actions to support enlisted personnel structure changes. Studied work of employee relations specialists located on-site and off-site to determine if it would be appropriate to establish a team structure and recommended a pilot project for six months to test this concept. The pilot was evaluated and the results were successful. With minor adjustments, the team structure, with a team leader, was approved and implemented.

DESIGNED AN EFFECTIVE LEADERSHIP DEVELOPMENT PROGRAM TO CREATE A PIPELINE OF FUTURE LEADERS: Determined that a leadership development program would help the facility in its human capital objectives to have people trained to assume future leadership positions. Led a workgroup that designed a process that included holding focus group meetings to develop leadership competencies. Once these were validated by an outside, independent source, we developed a training curricula that would help provide the training to help candidates acquire these leadership competencies. The program has been successfully graduating 30 candidates for each of the last three years.

WROTE SURVEY AND CREATED RETENTION PLAN: Surveyed 3,000 employees with over 20 years on the job to determine what they liked about their jobs and work environment: analyzed data, and presented a report to Commander with recommendations on what to continue doing and what to stop doing in the workplace.

ADVISED ON EMPLOYEE RIGHTS AND LABOR RELATIONS: Analyzed and interpreted negotiated labor agreement when acting as intermediary between supervisor and bargaining unit members concerning labor relations issues. Provided advice concerning employer and employee rights, job descriptions, placement, merit promotion, leave administration, performance management, and Alternative Dispute Resolution.

HUMAN RESOURCES ADVISOR, ENCOURAGING CULTURALLY DIVERSE RECRUITMENT: Advised branch manager, team members, and customers on recruitment challenges, with emphasis on underrepresentation of Hispanics in the workforce as compared to percentage in the general population. Demonstrated expert knowledge of Federal laws, Executive Orders, manpower regulations, operating policies and procedures in personnel management. Especially instrumental in overhaul of the Command's Performance Evaluation System in redesigning performance standards of each employee to be linked to the mission objectives of the Command. Led redesign effort and massive training initiative.

REPRESENTED AGENCY FOR FORCES STABILIZATION THROUGH ARMY TRANSFORMATION: Represented Branch as Human Resources Analyst on numerous task forces addressing force stabilization, unit staffing, lifecycle management practices, and other concerns in support of Army transformation. Served on the Human Resources Reform working group that designed the process and training for delegation of classification authority to a lower level in the organization.

BRIEFED COMMAND LEADERSHIP: Presented all quarterly briefings to Human Resources Command leadership, staff, installation commanders, and family members covering personnel management issues. Conducted periodic reviews in managing strategic approach to unit manning, force stabilization issues across Army's manning system, application to government contractors.

ACCOMPLISHMENTS: Recognized discrepancies between system-projected requirements and real personnel requirements and made appropriate adjustments in staffing data. Negotiated solutions and resolved problems in high level interest cases requiring change of assignment. Earned professional performance ranking in top 10% of U.S. Army

04/200 to 04/2005, Human Resource Development Manager, E-7, 40 hrs/wk
U.S. Army Human Resources Command, 200 Stovall Street, Alexandria, VA 22332-0000
Doris Shutt; (703) 555-4567; may be contacted.

DESIGNED PROFESSIONAL DEVELOPMENT PROGRAM AND MANAGED CAREERS OF 6,789 SERVICE MEMBERS: point of contact in branch for assignment management and professional development of enlisted service members. Managed careers of 6,789 service members assigned from White House to Iraq. Coordinated with appropriate personnel on high-level interest cases (Congressional, White House, General Officers, other VIPs) requiring change in staffing requests. Authored and presented technical reports, staff action memoranda, and briefings on inquiries, assignments, and related issues upon request of supervisor, managers, and senior staff.

ADVISED AND INTERPRETED CHANGING PERSONNEL GUIDELINES: Served as authoritative source in interpretation of new personnel guidelines, policies, and Federal laws, Executive Orders, Department of Defense (DOD) directives in order to provide liaisons with White House Staff, Congress, major Army commands, supervisors and team members. Reconstructed and verified a variety of facts in connection with staffing personnel.

UTILIZED INFORMATION MANAGEMENT SYSTEMS TO ANALYZE PERSONNEL DATA: Used Enlisted Distribution Assignment System (EDAS), Army Training Requirements and Resources System, Personnel Electronic Record System Management System to request personnel assignments, deletions, and professional development. Analyzed extracted data from EDAS when screening personnel data. Coordinated with Enlisted Distribution Division, other internal, external agencies for loading, cancellation of requests for staffing, to resolve discrepancies between projected, actual personnel requirements.

ANALYZED MANPOWER FOR WORKFORCE PLANNING: Screened current and projected rosters to monitor strength conditions of commands affected by military occupational specialties to ensure strength equity among units. Screened and selected personnel returning from overseas locations for next assignment locations. Responded to telephone, electronic and written inquiries from soldiers, family members, commanders, and divisions within Army Human Resources Command.

EDUCATION:

MPA, Public Management, Leadership; In Progress. Opp State University, Opp, AL

MS in Administration with Honors, Organizational Behavior, 2004. GPA 3.64, Western Southeast Mississippi University, Gautier, MS.

BS with Honors, Human Resource Management, 2000. GPA 3.89, Lower Alabama State College, Bayou La Batre, AL

Crestucky High School, Crestucky, FL. Graduated 1985.

PROFESSIONAL DEVELOPMENT

Effective briefings/Presentations Workshop, 16 hours, 2004; Change Management Workshop, 24 hours, 2002; Working with Difficult People Workshop, 16 hours, 2003; EEO Seminar for Managers and Supervisors, 16 hours, 2002; Manager Development Course, 80 hours, 2000; Supervisor Development Course, 40 hours, 1998; Senior Enlisted Equal Opportunity Course, 24 hours, 1998, Instructor Training Course, 40 hours, 1995.

PROFESSIONAL AFFILIATIONS

Member, Society for Human Resource Management, South Alabama Chapter, 1995-present
Member, Noncommissioned Officers Association, 1985-present

AWARDS AND COMMENDATIONS

Meritorious Service Medals, 2004, 2001, and 1996; Army Commendation Medals, 1994, 1992, 1991, and 1988; Army Achievement Medals, 1993, 1988, 1987, and 1986.

OTHER INFORMATION

PROFILE: Results-oriented, highly dedicated Human Resources professional with proven career as head of staffing, retention, and development for highly skilled information technology and telecommunications workers. Exceptional leadership and team-building skills. Excel at motivating teams to overachieve. Versatile and proactive problem-solver with high level of integrity. Successful supervisor, managing, monitoring, coordinating work and mentoring up to 123 employees. Mature values coupled with excellent written, oral communication skills and a polished professional image. Proficient in use of Microsoft products, military personnel management databases, and conducting Internet research.

MILITARY SERVICE

U.S. Army: Active Duty, May 1981 – May 2010