

JONATHAN P. SMITH

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HR MANAGEMENT

Team Building ~ Professional Development ~ Critical Thinking ~ Training ~ Strategic Planning

SUMMARY OF QUALIFICATIONS

- Twenty years experience in personnel management and office supervision
- Reliable and highly motivated self-starter with an aptitude for quickly learning new tasks
- Improved efficiency of operations through skilled application of computer technology
- Proficient in PeopleSoft and Microsoft Office software

EDUCATION

- **Master of Science, Management**, Embry-Riddle Aeronautical University, December 2006
- **Associate of Arts, Technical Studies**, University of Phoenix, January 1998
- **Bachelor of Science, Civil Engineering**, Columban College, January 1990
- **Naval Instructor Training**, January 1997

PROFESSIONAL EXPERIENCE

United States Navy 1994-2007

Human Resources Specialist (Military), E-7, Point Mugu, CA, 2003-Present

- Direct over 300 personnel in planning and successful execution of desired career paths, enhancing overall mission readiness.
- Succeeded in retaining over 170 soldiers
- Ensured retention of candidates with the highest caliber, contributing to overall job satisfaction and earning of Retention Excellence Awards.

Human Resources Specialist (Military), E-7, Dededo, Guam, 2000-2003

- Completed over 300 career planning interviews, over 133 reenlistments and over 167 extensions.
- Instructed over 550 personnel and spouses at transition and relocation classes, and completed over 163 special duty assignments.
- Assisted personnel and families with their transfer packages.
- Coordinated retention team visits and reenlisted 63 percent of first term personnel, earning the top 10 percent Retention Excellence Award ranking of the U.S. Navy for two consecutive years.

Human Resources Specialist (Military), E-6, Whidbey Island, WA, 1997-2000

- Supervised 16 personnel and chief advisor to commanders, directly in support of an organization consisting of over 300 members on advancement and promotion, retention, training, manpower needs and assignment matters.
- Advised personnel on effective routes to be competitive by providing career planning assistance and guidance.
- Kept Commanders abreast of changes and special assignment requirements.

Human Resources Specialist (Military), E-5, North Island, CA, 1994-1997

- Counseled personnel on retention and educational programs, eligibility requirements, applications for benefits and course selections.
- Coordinated with educational staff and liaised with Veterans Benefits Office.
- Conducted interviews for special program assignments. Conducted orientations for new personnel.
- Coordinated Transition Assistance Program (TAP) training for all separating personnel.
- Obtained assessment grade of "Mission Capable" with noteworthy comments from inspectors.