

# JONATHAN P. SMITH

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## HR MANAGEMENT

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

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### 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; completed over 163 special duty assignments.
- Assisted personnel and families with their transfer packages.
- Coordinated retention team visits and reenlisted 63% 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.