

COMBINATION RESUME

SUSAN JONES

Street Address

City, State, ZIP

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OBJECTIVE

A challenging position as an Administrative Assistant.

JOB RELATED SKILLS

Experienced and familiar with common office software programs including MS Windows XP Professional (Word, Access, Excel, PowerPoint and Outlook), Office 2007 as well as Standard Installation/Division Personnel System.

WPM: 65

LAN/WAN Systems

Laser and Color Printers

Fax Machines

Alphanumeric files

Multi-line phone systems

Copiers

Peripheral Equipment

Online publication requisition

PROFESSIONAL EXPERIENCE

Senior Personnel Services Supervisor, U.S. Army, Fort Knox, KY 2008–Present

Personnel services supervisor for an office of five clerical staff supporting an organization of more than 5,000 people. Reviewed an average of 560 personnel actions per year. Conducted monthly job assessments, determined critical placement shortages and wrote placement reports for senior management actions. Assigned new workers against critical shortages based on new employees' training and skills. Worked on corporate inspection team as a human resources specialist for pay, vacation, annual evaluations and personnel administration procedures and utilization reports. Resolved systems failures, maintenance and user problems. Tracked progress of personnel evaluation systems development, documentation and maintenance. Provided technical and statistical input into the organizational quarterly update for senior management. Managed scheduling and tracked attendance at presentations, seminars and ceremonies for the 5,000-person organization.

- Primary personnel coordinator between seven, semi-independent organizations and corporate headquarters for personnel.
- Processed more than 1,600 supervisor's evaluations annually.

Personnel Administration Specialist, U.S. Army, Fort Carson, CO 2005–2008

Maintained an automated, personnel action database used to track arrivals and departures of soldiers, assignments, work status changes, promotions and all other personnel actions. Tracked, controlled requests and reconciled with payroll department employee annual vacation data. Reviewed and processed personnel action requests including promotions, re-assignments, vacation and pay for 670 employees. Tracked worker insurance forms and qualification records. As organization mail clerk, handled official communications, personal mail, bulk packages and certified or insurable mail for up to 150 employees and managers. Assisted in the compiling of data from records and the preparation of reports for training and senior management briefings.

EDUCATION

A.A., (55 S/H), Central Texas College, 2008
Diploma, East Clinton High School, Leesecreek, OH

JOB-RELATED TRAINING COURSES

Basic Management Course (Honors) 2005
Personnel Administration Course 2004
Standard Personnel System Course (SIDPERS-3) 2004
Computer Operations Management Course 2002
Equal Opportunity Representative Course 2002