

CHRONOLOGICAL RESUME

(With Objective and Skills Summary)
Assistant

Administrative

NANCY JONES

Street Address (000) 000-0000

City, State, ZIP

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OBJECTIVE:

A challenging and progressive position as an Administrative Assistant with the (name of specific government agency).

JOB-RELATED SKILLS:

Experienced and familiar with common office software programs including Win 98/2000/XP, MS Office 98/2000/2007 (Word, Access, Excel, PowerPoint, and Outlook, and Standard Installation/Division Personnel System).

WPM: 65

LAN Systems

Copiers

Fax Machines

Alphanumeric files

Peripheral Equipment

Laser and Color Printers

Multi-line phone systems

On-line publication requisition

PROFESSIONAL EXPERIENCE:

Senior Personnel Services Supervisor, Dept. of Army, Ft. Knox, KY 2007–present

Personnel services supervisor for an office of five clerical staff supporting an organization of more than 5,000 employees. 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 employee's training and skills. Worked as a human resources specialist on corporate inspection team in the areas of pay, vacation, supervisor's annual evaluations, personnel administration procedures and personnel 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 attendance of presentations, seminars and ceremonies for the 5,000-person organization.

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

Personnel Administration Specialist, Dept. of Army, Fort Carson, CO, 2001–2006

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

EDUCATION:

Pursuing an A.A. (55 S/H), Central Texas College, 2010
Diploma, East Clinton High School, Leescreek, Ohio, 2004

JOB-RELATED TRAINING COURSES:

Equal Opportunity Representative Course 2008
Computer Operations Management Course 2007
Standard Installation/Division Personnel System (eMILPO) 2007
Personnel Administration Specialist Course 2006