

KEVIN K. KING

12345 Calgary Court • New Orleans, Louisiana 77777
Cell: 123.456.7890 • Email: kevingking@comcast.net

EXPERIENCED HUMAN RESOURCE MANAGEMENT PROFESSIONAL

PROFESSIONAL PROFILE

A highly skilled, dynamic, results-oriented professional with more than 9 years domestic and international experience in devising and supervising a full range of human resource management, operational, and administrative services including: Employee/labor relations, training, travel, risk management, organizational development, communications, and project management. Direct and decisive leader with “hands-on” management style. A people-oriented and positive administrator with demonstrated success in strategic management, creative problem solving, and value added results. Proven track record in increasing organizational effectiveness, performance, and profitability. Strong qualifications in problem-solving, personnel development, team building, and team leadership.

CORE COMPETENCIES

- *Personnel Management*
- *OSHA Regulatory Compliance*
- *Team Development*
- *Operations Maintenance*
- *Performance Improvement*
- *Data Administration*
- *Employee Development*
- *Staffing & Scheduling*
- *Risk Management*
- *Inventory Management*
- *Organizational Development*
- *Employee Evaluations*
- *Equal Employment Opportunity*
- *Quality Control & Safety Systems*
- *Mentoring & Coaching*
- *Record Maintenance*
- *Conflict Management*
- *Procedure Execution*

PROFESSIONAL EXPERIENCE

United States Army Savannah, GA October 2006 - September 2007

B Company 603D

Safety Non-Commissioned Officer/Personnel Management

- Direct responsibility for unit’s thriving safety program.
- Mandated the unit in compliance with all OSHA, Hazmat and safety regulations.
- Presided over the training and certifications of all personnel in the unit.
- Facilitated human resource compliance and resolution.
- Provided sound counseling and mentoring and encouraged unit members to continuously exceed standards.
- Spearheaded essential training as the company EO NCO in an effort to maintain a harmonious work environment.

Results/ Accomplishments:

- Received exemplary ratings on Hazmat and safety during Division Command inspections.
- Consistently improved and strengthened unit relations.
- Consistently promoted ahead of peers.
- Recognized as an effective motivator, trainer, and mentor.

B Company 603D

Savannah, GA

June 2004 - September 2006

Battalion Equal Opportunity Advisor/Section Sergeant

- Initiated and accountable for the Equal Opportunity climate within the unit.
- Developed and implemented all Equal Opportunity programs for the organizations that enhanced unit cohesion, solidarity, and morale.
- Conducted Equal Opportunity training on a continuing basis for 500 soldiers and senior leadership, in accordance with current regulations during deployment in support of Operation Iraqi freedom III.
- Led and officiated the investigation and proper handling of Equal Opportunity cases within the Unit.
- Supervised forty five (45) soldiers in an electronic shop.
- Managed the completion of nine hundred (900) aviation communication-electronic equipment work orders in support of Operation Iraqi freedom III.
- Responsible and accountable for the maintenance and readiness of seven (7) vehicles, two (2) electronic maintenance shelters, two (2) generators, special tools, and electronic equipment valued in excess of \$6,500,000.
- Provided oversight for the platoon in preparation for the Brigade Aviation Resource Management Survey resulting in a commendable rating in all inspected areas.
- Coordinated transportation which was critical in the success and safe return of soldiers in Operation Iraqi Freedom.

PROFESSIONAL EXPERIENCE (CONTINUED)**Results/ Accomplishments:**

- Selected as Unit Victim Advocate by the chain of command as a result of outstanding duty performance, demonstrated stability in personal affairs, rank, and successful completion of related training.
- Army Commendation Medal for support of operations during Operation Iraqi Freedom III, 2005.
- Iraqi Campaign Medal, 2005.
- Army Achievement Medal, 2004.

Aviation Maintenance Battalion Savannah, GA March 2003 - May 2004
Electronic Maintenance Shop Squad Leader

- Managed twenty (20) soldiers and supervised the completion of aviation communication equipment work orders and controlled maintenance man-hours.
- Provided sound counseling and mentoring to soldiers; encouraged squad members to exceed standards.
- Maintained 100% readiness of test equipment worth in excess of \$750,000.
- Diligently trained subordinates in troubleshooting procedures, maintenance, and operations for avionics communication equipment.
- Managed the completion of over one hundred and fifty (150) work orders and fifteen hundred (1,500) maintenance man-hours.
- Oversaw the section's training and maintenance operations; responsible for the accountability and readiness of electronic equipment.
- Implemented a first-rate platoon safety program.

Results/ Accomplishments:

- Promoted to Staff Sergeant.
- Won unit Non Commissioned Officer of the Month Board.
- Received Company Safety Award, FY '04, Quarter 1.
- Consistently received commendable ratings during the monthly avionics shop inspections.

Aviation Support Battalion Ansbach, Germany March 1999 - February 2003
Maintenance Technician

- Charged with troubleshooting, installation, repair, and inspection of aircraft communication components.
- Carefully maintained all aircraft technical work orders and log documents.
- Supervised two (2) apprentice technicians.

Results/ Accomplishments:

- Received Certificate of Achievement for superb electronic troubleshooting skills, 1999.

EDUCATION

Columbia Southern University (Accredited On-Line Degree in Progress)

MBA, Human Resource Management Concentration

Three (3) Courses Completed Towards Degree

University of Maryland University College (UMUC), Adelphi, MD

Bachelor of Science in Management

United States Army

Specialty: Avionic Electronic Communications Equipment Repairer

CREDENTIALS/LANGUAGES

Secret/SCI Government Security Clearance

Fluent in Spanish

CERTIFICATIONS/TRAINING

Safety School, 2006

Unit Victim Advocate, 2005

Electronics Maintenance School, 2004

Equal Opportunity School, 2004

Primary Leadership Course, 2001

Aviation Electronic Equipment Testing & Troubleshooting School, 1999