

WARRANT OFFICER RESUME
(This form will be used in place of the resume.)

PRIVACY ACT STATEMENT

AUTHORITY: Collection of this information is authorized by Title 10, USC, Sections 503, 505, 508, 3013, and 12102 and Executive Order 9397.
PRINCIPAL PURPOSE: Information collected will be used by selection board members to determine qualifications of warrant officer candidates.
ROUTINE USES: Blanket routine use disclosures as described in AR 340-21, The Army Privacy Program, paragraph 3-2.
DISCLOSURE: Voluntary; however, failure to provide the information may delay or terminate the warrant officer candidate's application process.

SECTION I - ADMINISTRATIVE DATA

1. NAME (Last, first, middle initial) : [REDACTED]	2. RANK/GRADE: SSG/E-6	3. PMOS: 42A30
4. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND: [REDACTED]		5. E-MAIL ADDRESS: [REDACTED]

SECTION II - CIVILIAN EDUCATION

(Include the highest degree level obtained. Include your GPA, Dean's List, and any other special recognition.)

December 2014- Masters Degree in Organizational Leadership, Trevecca Nazarene University, 3.9 GPA
 December 2012- Bachelor of Arts Degree in Human Relations, Trevecca Nazarene University, 3.2 GPA

SECTION III - OBJECTIVE

(List all of the warrant officer MOSs to include 4-digit code and official title you are applying for in order of preference.)

- 420A- Human Resources Technician
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SECTION IV - MILITARY EXPERIENCE

(List in order from most recent to earliest duty assignment or position. Be sure to mention any accomplishments, special recognition, or achievements that will illustrate to the board your potential for leadership as a warrant officer.)

1.	DATES (YY/MM): <u>20110401</u> to <u>Present</u>	ORGANIZATION: G1, JFHQ, Nashville, TN
POSITION TITLE: Human Resources Specialist- Retirement Services NCO DUTIES (list below to include significant contributions): As the single Retirement Services Officer (RSO) for the Tennessee Army National Guard, the primary goal is to ensure that all Soldiers have adequate knowledge on the retirement process and receive the most current information that will help both the Soldier and their family transition into retirement. The RSO provides assistance in completing retired pay applications and serves as the liaison between the Soldier and Fort Knox where the final processing of retired pay applications is completed. Additional responsibilities include assisting and providing counseling on Reserve Component Survivors Benefits(RCSBP) once a Soldier arrives at their 20-year mark and providing assistance in completing and processing annuity claims for the families of retirees who have passed away. All RCSBP elections are keyed into SIDPERS and iPERM'ed by the RSO. Other duties include the coordination and production of yearly Age 60 seminars and 20-Year Letter / RCSBP seminars for Soldiers and their families. Completing and submitting Presidential Citations (RPLOA's) is also an important responsibility of the RSO. These request are formally completed and submitted through e-Tracker to NGB. Since 2011 over 858 retired pay applications have been successfully processed. 139 RPLOA requests have been sent to NGB. Flag packages are also mailed to Soldiers who are retiring at the 20-Year mark. To date, 419 flag packages, which consists of a folded U.S. flag, retiree lapel pin, and informative CD have been mailed.		
2.	DATES (YY/MM): <u>20130201</u> to <u>20150101</u>	ORGANIZATION: G1, JFHQ, Nashville, TN
POSITION TITLE: Human Resources Specialist- ASAP NCO DUTIES (list below to include significant contributions): Independently works as the Army Substance Abuse Program (ASAP) NCO for the Tennessee Army National Guard. The priority function of this position is to process ASAP separation packets for Soldiers who test positive on unit urinalysis. Other responsibilities include ensuring Soldiers DA Form 268's (FLAGS) are properly keyed into SIDPERS and effectively communicating with all MACOM's to help the ASAP separation packet process flow smoothly. During appointment as the ASAP NCO, a tracking system has been developed which tracks Soldiers who are: on probation, probation failures, discharged and those Soldiers who request an Administrative Separation Board (ASB). During this period as the ASAP NCO 280 ASAP packets have been successfully processed. The ASAP NCO was personally selected by the Senior Enlisted Leader to brief the Assistant Tennessee Adjutant General (ATAG) and First Sergeants, Master Sergeants, Sergeant Majors and Command Sergeant Majors in the Tennessee Army National Guard on the ASAP process. In 2014, the ASAP NCO provided critical updates and a partial re-write to the state's Standing Operation Procedures (SOP). The ASAP NCO holds a position as both a recorder and briefer at the quarterly ADIC meetings. In these briefings information about current ASAP operations is provided to the Tennessee Adjutant General, Assistant Adjutant General and Chief of Staff.		

SECTION IV - MILITARY EXPERIENCE (continued)

(List in order from most recent to earliest duty assignment or position. Be sure to mention any accomplishments, special recognition, or achievements that will illustrate to the board your potential for leadership as a warrant officer.)

3.	DATES (YY/MM): <u>20101101</u> to <u>20110401</u>	ORGANIZATION: G1, JFHQ, Nashville, TN
POSITION TITLE: Human Resources Specialist- iPERMS Clerk DUTIES (list below to include significant contributions): Became a member of the Tennessee Army National Guard AGR program in November 2010. As an active member of a 7-man iPERMS team, responsibilities were geared towards ensuring all essential documents were scanned into Soldier's records. In a five month period 736 batches were verified, 2,209 documents were scanned and 4,477 images were placed in Soldiers records through iPERMS. An opportunity was provided to assist during state Soldier Readiness Programs (SRP) and RSRP's where Soldiers were being administratively prepared for deployment and de-mob. At the SRP and RSRP over 700 Soldiers were successfully processed through the iPERMS station.		

4.	DATES (YY/MM): <u>20091205</u> to <u>20100831</u>	ORGANIZATION: HHT 2/278TH ACR, Joint Base Balad, Iraq
POSITION TITLE: Signal Systems Specialist - 25U20 DUTIES (list below to include significant contributions): Served as the Signal Support NCO for the J6 during Operation Enduring Freedom in Iraq. Key responsibilities were to ensure all communication systems had proper fills. Maintained section and building computer equipment which included laptop computers, scanners and copier machines. Provided training to all junior soldiers in the J6 on how to successfully man and operate Blue Force Tracker (BFT), Command Post of the Future (CPOF) and SINCGARS F model systems. Additional duties included coordinating maintenance, repairs and upgrades of over 230 squadron BFT systems with civilian contractors that were on site. As the Signal Support NCO, a nomination was given to serves as 1 of 2 soldiers for joint duty with the U.S. Air force Communications Element.		

5.	DATES (YY/MM): <u>20090209</u> to <u>20091204</u>	ORGANIZATION: TRP E (-) SPT SQDN, 278TH ACR, Lafayette, TN
POSITION TITLE: Unit Administrator- FTS Backfill DUTIES (list below to include significant contributions): Provided essential administrative support prior to unit deployment to Iraq. Worked closely with the units Training NCO as he served in a dual role status as both the unit Training and Readiness NCO. Responsible for revamping the units filing system by implementing the ARIMS filing system. Prepared mobilization files for all Soldiers in the unit. Assisted in handling pay issues by establishing a working relationship with the MILPAY department at Joint Force Headquarters in Nashville. Developed various tracking systems that were available to help the Readiness NCO track all Soldiers and their statuses prior to deployment. Tracked ETS report for the unit. With minimal 42A experience, I was able to rally support from Human Resources Specialists and unit Readiness NCO's that I had developed working relationships with. Self taught on various systems to include: SIDPERS, RCAS and iPERMS. Served as a mentor and leader to female junior enlisted Soldiers in the unit.		

SECTION IV - MILITARY EXPERIENCE (continued)

(List in order from most recent to earliest duty assignment or position. Be sure to mention any accomplishments, special recognition, or achievements that will illustrate to the board your potential for leadership as a warrant officer.)

6.	DATES (YY/MM): <u>20070725</u> to <u>20070930</u>	ORGANIZATION: PSB, JFHQ, Nashville, TN
POSITION TITLE: Active Duty Special Work Assignment (ADSW)		
DUTIES (list below to include significant contributions): Assigned to the Personnel Services Branch to assist in scrubbing Officer's iPERM records. Primary duties included comparing Officer 201 files with those records that had been previously iPERMed . During this period I was also tasked with conducting an inventory for E CO 107th AVN in Smyrna, TN. With this assignment, duties included locating and identify all hand receipted equipment. This duty was performed with no supervision and involved travel between Smyrna and Nashville two to three days each week. All inventory was accounted for and there were no losses as a result of this inventory.		

7.	DATES (YY/MM): _____ to _____	ORGANIZATION:
POSITION TITLE:		
DUTIES (list below to include significant contributions):		

8.	DATES (YY/MM): _____ to _____	ORGANIZATION:
POSITION TITLE:		
DUTIES (list below to include significant contributions):		

SECTION IV - MILITARY EXPERIENCE *(continued)*

(List in order from most recent to earliest duty assignment or position. Be sure to mention any accomplishments, special recognition, or achievements that will illustrate to the board your potential for leadership as a warrant officer.)

9.	DATES (YY/MM): _____ to _____	ORGANIZATION:
	POSITION TITLE: DUTIES <i>(list below to include significant contributions):</i>	

10.	DATES (YY/MM): _____ to _____	ORGANIZATION:
	POSITION TITLE: DUTIES <i>(list below to include significant contributions):</i>	

11.	DATES (YY/MM): _____ to _____	ORGANIZATION:
	POSITION TITLE: DUTIES <i>(list below to include significant contributions):</i>	

SECTION V - CIVILIAN EXPERIENCE

(List in order any civilian experience that specifically relates to the warrant officer position for which you are applying. Be sure to mention any accomplishments, special recognition, or achievements that will illustrate to the board your potential for leadership as a warrant officer.)

1.	DATES (YYMM): _____ to _____	ORGANIZATION:
	POSITION TITLE: DUTIES (list below to include significant contributions):	

2.	DATES (YYMM): _____ to _____	ORGANIZATION:
	POSITION TITLE: DUTIES (list below to include significant contributions):	

3.	DATES (YYMM): _____ to _____	ORGANIZATION:
	POSITION TITLE: DUTIES (list below to include significant contributions):	

SECTION VI - MILITARY EDUCATION

(List up to 21 military courses and give a brief description focusing on the main learning objective.)

1.	DATES (YY/MM): <u>20140601</u> to <u>20140628</u>	COURSE: Advanced Leadership Course (Phase I and Phase II), Fort Devens, MA
<p>DESCRIPTION:</p> <p>Course training focused on the specific skills of 42A30. Emphasis was placed on Enlisted Record Briefs and Officer Record Briefs, Casualty Operations and Personnel Accountability. Other training that was provided covered unit strength reports, processing leave requests, enlisted promotions and reductions, understanding correspondence and pay computations. Preparing and presenting a military information brief was also a primary focus of this course. Class leadership roles were assigned in both the platoon sergeant and squad leader roles. Tactical movements and squad formations were implemented in the course. A three-day field training exercise was also a part of this course.</p> <p>In phase I of ALC, I achieved an average of 92.6%. In phase II, I successfully completed the course with a 96% average. DA 1059's were issued for this course on 20140614 and 20140628.</p> <p>Phase I: 1 June 2014-14 June 2014 Phase II: 14 June 2014 -28 June 2014</p>		
2.	DATES (YY/MM): <u>20110402</u> to <u>20110722</u>	COURSE: 42A Re-class Course (Phase I and Phase II), Fort Devens, MA
<p>DESCRIPTION:</p> <p>Course training focused on the basic skills of the 42A10 military occupation specialty. Training included enlisted promotions, postal operations, simulated transactions in SIDPERS, pay computation, casualty operations, mobilization readiness and various personnel actions that are performed by a 42A. This training will have bearing upon becoming a successful 420A Warrant Officer in the Army National Guard.</p> <p>In phase I of this course, I achieved a 98% average- exceeding the course standards; receiving placement on the Commandant's List. In phase II, I successfully completed the course with a 95.83% average. DA Form 1059's were issued on 20110415 and 20110702 for this course.</p> <p>Phase I: 2 April 2011-15 April 2011 Phase II: 8 July 2011-22 July 2011</p>		
3.	DATES (YY/MM): <u>20100114</u> to <u>20100121</u>	COURSE: Information Assurance Security Officer Course (IASO)
<p>DESCRIPTION:</p> <p>Course provides understanding and training of information systems security policies, roles, responsibilities, practices, procedures and concepts necessary to perform the functions of an IASO. The course ware included a series of 16 individual lessons which included: Army Information Assurance Program, Network / Hacker Threats, Mal-ware, Encryption and Common Access Cards (CAC), Risk Assessment and Management and Army Regulations and Policies.</p> <p>40-hour course was provided on-line at Camp Shelby, MS. DA Form 87 was issued on 21 January 2010.</p>		

SECTION VI - MILITARY EDUCATION (continued)

(List up to 21 military courses and give a brief description focusing on the main learning objective.)

4.	DATES (YY/MM): <u>20090817</u> to <u>20090821</u>	COURSE: Battle Staff Operators Course (BSOC), Fort Campbell, KY
<p>DESCRIPTION:</p> <p>The goal of this course is to educate Staff Sergeants through Sergeant Majors to serve as Battle Staff Operators / Officers at battalion or brigade staff positions. The course utilizes small group instruction and focuses on planning future operations and managing current operations of a battalion and brigade-level command post. Courses included are: Mission Command, Staff Operations, Brigade Combat Team, Staff Journals, Stability Operations, OPSEC, Urban Operations, Military Briefings and Graphics and Overlays. One critical aspects of this course is the completion of a Staff Exercise which is conducted by way of small group instruction. This course is primarily provided for Staff Sergeants / E-6 and above. I attended this course as a Sergeant/ E-5.</p> <p>This course was provided at Fort Campbell, KY. DA Form 87 was issued on 21 August 2009.</p>		
5.	DATES (YY/MM): <u>20090711</u> to <u>20090723</u>	COURSE: Basic Noncommissioned Officer Course (BNCOC - Phase 1)
<p>DESCRIPTION:</p> <p>The primary function of this course is designed to perform the duties and execute the responsibilities of a Noncommissioned Officer. Theories and principles of Battle-Focused Common Core training and War Fighting skills are taught. Additionally, skills used o lead a squad-sized element are briefed. The course is taught using the small-group instructor method. Research methods are evaluated in addition to instruction provided on the topics of leadership, personal and performance counseling, cultural awareness, ethical behavior, problem solving and resource management.</p> <p>Course was provided at Camp Shelby, MS. DA Form 1059 was issued on 23 July 2009.</p>		
6.	DATES (YY/MM): <u>20090206</u> to <u>20090212</u>	COURSE: FBCB2-BFT Unit Level Maintenance Course, Smyrna, TN
<p>DESCRIPTION:</p> <p>40-hour course provided instruction on procedures used by the unit level maintainers to repair and maintain FBCB2/BFT equipment. The five-day course implements the skills required to perform diagnostics, troubleshooting, and maintenance on the Force XXI Battle Command Brigade and Below (FBCB2). Training included hands-on exercises and in-depth coverage and usage of TM 11-7010-326-23&P Unit Maintenance Manual.</p> <p>Course was provided at Volunteer Training Site- Smyrna, TN . DA Form 87 was issued on 12 February 2009.</p>		

SECTION VI - MILITARY EDUCATION (continued)

(List up to 21 military courses and give a brief description focusing on the main learning objective.)

7.	DATES (YY/MM): <u>20901003</u> to <u>20090117</u>	COURSE: Warrior Leadership Course (WLC)- Camp Shelby, MS
<p>DESCRIPTION:</p> <p>Primary focus of this course was on the development of leadership skills. Drill and ceremony, platoon physical training, map reading, land navigation and various field exercises were the foundation of the Warrior Leadership Course. Training also included the rotation of squad leader and platoon sergeant duties. The course feeds the development of Soldiers who are the rank of Specialist into the rank of Sergeant. The course merged classroom instruction with instruction in the field environment.</p> <p>DA Form 1059 was issued for this course on 17 January 2009.</p>		
8.	DATES (YY/MM): <u>20021021</u> to <u>20030307</u>	COURSE: Advanced Individual Training (AIT)- Fort Gordon, GA
<p>DESCRIPTION:</p> <p>The signal system support specialist course provided at Fort Gordon, GA provides Soldiers with skills in installation, repair, troubleshooting and maintaining electronic systems. Basic soldering techniques are taught along with observing safety procedures, troubleshooting and maintaining combat net radio systems, analog and digital terminal devices, mobile subscriber units, and antenna systems. Additional courses taught: Introductions to Computers, Windows 98 operating systems and applications, PC maintenance, Cisco routers, network communication, Tactical Satellite communications, Electronic Systems Installation and Mobile Subscriber equipment.</p>		
9.	DATES (YY/MM): <u>20020816</u> to <u>20021017</u>	COURSE: Basic Combat Training (BCT) - Fort Jackson, SC
<p>DESCRIPTION:</p> <p>Necessary skills are taught to help entry-level soldiers prepare for survival in a combat environment. These courses include: marksmanship, physical conditioning, navigation, and combat techniques. Audio visual materials, practical and classroom exercises, discussion and lecture are tools utilized to provide instruction to Soldiers. Additional topics of instruction are: first aid, combat skills, NBC and tactical training. Team building and leadership are both methods that are enforced during the course.</p>		

SECTION VII - SUMMARY

In my 12 years in the Army National Guard, I have always been focused on serving others. In recent years, I have adapted a spirit of servant leadership which is symbolic in all that I do in my everyday life. As a servant leader, my primary focus is to place the needs of others before my own and to truly work to help others in any way that I am capable. I thoroughly enjoy helping others by providing adequate information and resources. Both my military and collegiate studies have provided me with a wealth of knowledge in terms of organization, military policies and procedure, the decision making process and most importantly leadership. I have gained a wealth of knowledge and responsibility during this time from both my leadership, peers and subordinates.

I am a dedicated and motivated non-commissioned officer with approximately four years of military experience in the human resources arena. With a bachelors degree in human relations and a masters degree in organizational leadership, I have been able to add many of these collegiate experiences to my military background in the field of human resources. I strongly believe that with my skills and leadership qualities that I possess, I will be an asset to any unit in the Army National Guard as a Warrant Officer. It has been my desire to pursue the Warrant Officer for two years. It is my goal to continue my service in the Army National Guard as a 420A Warrant Officer.

SECTION VIII - SIGNATURE

1. NAME (Last, first, middle initial) :

[REDACTED]

2. RANK:

[REDACTED]

3. SIGNATURE:

[REDACTED]

4. DATE (YYYYMMDD):

20150115