

**Kathleen (Katy) Jones**

Mailing: PO Box 820, Grand Coulee, WA 99133

Physical: 1000 Central Drive, Coulee Dam, WA 99116

Mobile: 406-916-8898

Email: [pocomt1@yahoo.com](mailto:pocomt1@yahoo.com)

Navy Veteran, 8 years.

**Work Experience:**

**Colville Confederated Tribes Veterans Resource Program**

**11/20/2023 – Current**

**Hours per week: 40**

**Title: Office Assistant Sr.**

**Work phone: 509-634-2752**

**Work email: [kathleen.jones.vet@colvilletribes.com](mailto:kathleen.jones.vet@colvilletribes.com)**

Office Assistant Sr position for Veterans Resource Program. Duties including but not limited to: customer service, telephones, typing, filing, copying, scanning, faxing. Preparing quotes for various purchases, assisting Veterans with benefits and getting the resources they need, Veteran transportation to appointments, shooter on Honor Guard, data input, maintaining vehicle usage and expense records. Various other duties as needed. Soon to be accredited Service Officer

**Job Type:** Permanent

**Work Experience:**

**BLM State Office, Cheyenne, WY**

**12/09/2019 – 03/12/2020**

**Hours per week: 40**

**Title: Human Resources Assistant**

**Duties:**

Human Resources Assistant position within the Processing and Records/Staffing and Recruitment office. Duties including but not limited to: providing recruitment and placement services for multiple occupational series in both the General Schedule and the Federal Wage System. Adjudicate veteran's preference, calculate SCD dates and retirement worksheets, and utilizing category rating procedures for professional and non-professional occupations. Complete and review various personnel actions to include pay setting, nature of action, legal authority, and applicable remarks for career conditional, career, and temporary appointments, extensions, promotions,

reassignments, conversions, details, change to lower grades. Experience assisting with preparing and processing a variety of personnel forms such as request for personnel actions, travel orders, training forms, and payroll forms; and Maintaining files on employees, and preparing correspondence for employees requesting advance annual and sick leave; and using a variety of software such as database management, graphics, word processing, spreadsheets, and e-mail. Experience reviewing time sheets and posting all labor charges in an automated system, and reconciling discrepancies in leave and overtime payments and coordinating with Finance and Accounting or the Human Resources Offices, and answering questions on leave regulations; and processing training request and coordinating the preparation of annual training plan for the organization; and scheduling and develop the agendas and minutes for meetings; and developing charts, and preparing narratives for routine review and analysis of administrative programs. Utilizing computer systems and tools to prepare and update documents and reports.

Applying a standardized body of rules and procedures sufficient to perform a wide range of human resource administrative duties and responding to inquiries via email or telephone. Managing multiple human resource priorities such as responding to customer inquiries, reviewing reports, and recognizing errors and reviewing & proofreading human resource documents for completeness. Identifying any needed corrections & taking appropriate action to have corrections completed. Researching and analyzing human resource data from various systems and making any necessary updates or corrections and reviewing & analyzing human resource data from various systems to create reports or various documents.

Support staffing operations which require knowledge of technical phases of the recruitment and internal placement of the merit promotion program to include multiple recruiting strategies such as delegated examining unit, direct hire authorities (schedule A, VRA, VEOA, 30% disabled provisional appointments), knowledge of OPM and Vet Guide regulations used in recruitment and placement strategies, basic qualifications, providing technical support for Human Resource operation work activities such as new employee orientation, onboarding as well as coding and processing personnel actions. Knowledge of and experience in managing and providing administrative support in an enterprise business office environment.

Prioritizing tasks and assignments to avoid oversight, applying policies & procedures to identify problems & respond to questions, and responding to formal & informal human resource related inquiries. Analyzing problems to identify problems to identify factors, gather pertinent data, & recognize solutions, planning and organizing work & communicating effectively both in writing & orally. Counseling individuals about federal benefits & explaining legal provisions, regulations, and decisions to a variety of

audiences while assisting individuals regarding how best to provide needed documents & evidence required and initiating inquiries to resolve errors, delays, or other problems in obtaining benefits. Working knowledge of USA Staffing, onboarding, HR Smart coding, DCPS, eOPF as well as other programs.

I have computer skills & knowledge of multiple programs and Windows applications, I provide exceptional customer service by exceeding the customer's expectations, I am capable of keeping accurate records such as: establish & maintain accounts, handling the daily transactions, & review requests for reimbursement of travel costs, I research regulations and policies on a recurring basis, I work well with people outside of the organization to insure the needs of the customers are met.

I am capable of applying human resources concepts, laws, regulations and principles in order to analyze routine HR issues and problems in the following HR specialties: classification, compensation, recruitment & placement, benefits, employee relations, labor relations, HR information technology, and records retention.

I have experience working with HR information systems including HR Smart, position management, error resolution, and coding in applicable modules, knowledge of HR functional areas, and I have the ability to communicate recommendations to staff at various levels in order to best achieve the desired outcome of working problems.

### **Emerald Downs Race Course**

2300 Ron Crockett Drive

Auburn, WA 98001

**04/2015 – 09/2019 (seasonally) April - September**

**Salary:** 14.00 per hour

**Hours per week:** 10-12

**Title:** Pari-Mutuel Cashier (This is not a federal job)

#### **Duties, Accomplishments & Related Skills:**

Pari-Mutuel cashier on busy seller line at Thoroughbred racetrack, I work the betting windows during the summer race meets. Customer service, educating the general public in betting practices and meanings of the types of bets available for wagering, generate, process, sell and cash tickets for wagering on races, very quickly and accurately handle very large sums of monies without errors or shortages and balance computer to money at end of shift.

**Supervisor:** Chip S. Pari-Mutuel Manager, Emerald Downs Racetrack.

Email: [chips@emeralddowns.com](mailto:chips@emeralddowns.com)

Phone: 253-288-7041

## **Work Experience:**

### **VA WMC Puget Sound**

1660 South Columbian Way  
Seattle, WA 98108 United States

**07/2019 - 09/2019**

**Salary:** 53,461.00 USD Bi-weekly

**Hours per week:** 40

**Series:** 0203 **Pay Plan:** GS **Grade:** 07/6

**Human Resources Assistant** (This is a federal job)

### **Duties, Accomplishments and Related Skills:**

Human Resources Assistant position within the processing and staffing & recruitment office. Duties including but not limited to: Prioritizing tasks and assignments to avoid oversight, applying policies & procedures to identify problems & respond to questions, and responding to formal & informal human resource related inquiries. Knowledge of and experience in managing and providing administrative support in an enterprise business office environment. Providing recruitment and placement services for multiple occupational series in both the general schedule and federal wage system. Experience assisting with preparing and processing a variety of personnel forms such as request for personnel actions, travel orders, training forms, and payroll forms; and Maintaining files on employees, and preparing correspondence for employees requesting advance annual and sick leave; and using a variety of software such as database management, graphics, word processing, spreadsheets, and e-mail.

Experience reviewing time sheets and posting all labor charges in an automated system, and reconciling discrepancies in leave and overtime payments and coordinating with Finance and Accounting or the Human Resources Offices, and answering questions on leave regulations; and processing training request and coordinating the preparation of annual training plan for the organization; and scheduling and develop the agendas and minutes for meetings; and developing charts, and preparing narratives for routine review and analysis of administrative programs. Utilizing computer systems and tools to prepare and update documents and reports. Applying a standardized body of rules and procedures sufficient to perform a wide range of human resource administrative duties and responding to inquiries via email or telephone. Managing multiple human resource priorities such as responding to customer inquiries, reviewing reports, and recognizing errors and

reviewing & proofreading human resource documents for completeness. Identifying any needed corrections & taking appropriate action to have corrections completed. Researching and analyzing human resource data from various systems and making any necessary updates or corrections and reviewing & analyzing human resource data from various systems to create reports or various documents.

Adjudicated veterans preference, calculated SCD dates and retirement worksheets, and utilizing category rating procedures for professional and non - professional occupations. Completed and reviewed various personnel actions to include pay setting, nature of action, legal authority, and applicable remarks for career conditional, career, and temporary appointments, extensions, promotions, reassignments, conversions, detail, change to lower grades and separations as well as excepted appointments. Supported staffing operations which required knowledge of technical phases of the recruitment and internal placement of the merit promotion program to include multiple recruiting strategies such as delegated examining unit, direct hire authorities (schedule A, VRA, VEOA, 30% disabled provisional appointments), knowledge of OPM and Vet Guide regulations used in recruitment and placement strategies, basic qualifications, providing technical support for Human Resource operation work activities such as new employee onboarding as well as coding and processing personnel actions. Analyzing problems to identify problems to identify factors, gather pertinent data, & recognize solutions, planning and organizing work & communicating effectively both in writing & orally. Counseling individuals about federal benefits & explaining legal provisions, regulations, and decisions to a variety of audiences while assisting individuals regarding how best to provide needed documents & evidence required and initiating inquiries to resolve errors, delays, or other problems in obtaining benefits. Working knowledge of USA Staffing, onboarding, HR Smart coding, DCPS, eOPF as well as other programs. I provide exceptional customer service by exceeding the customer's expectations, I am capable of keeping accurate records such as: establish & maintain accounts, handling the daily transactions, reviewing requests for reimbursement of travel costs, customer service, I research regulations and policies on a recurring basis, I work well with people outside of the organization to insure the needs of the customers are met. Performed clerical or administrative support functions for a business or an organization, such as greeting visitors and responding to inquiries via phone, mail, email or in person; preparing correspondence and reports utilizing a variety of computer software systems; maintaining, filing, and distributing records and files; and assisting new employees with the completion of forms related to

benefits and/or new appointments. Processing recurring personnel actions in an automated personnel payroll system; providing explanations to employees regarding benefits, entitlements, or other HR functions; preparing and processing new hire documents, packages and forms utilizing word processing software to produce a variety of standardized documents such as letters and reports; assisting with the drafting of vacancy announcements, and screening applicants to determine qualification and completeness of their application. Processing the full range of personnel actions; performing recruitment and placement activities that include developing a job analysis, posting a vacancy and reviewing applicant qualifications; providing administrative support to higher level staffing specialists in a variety of recruitment functions; and creating and maintaining vacancy announcement folders in accordance with a Merit Promotion Plan and the Delegated Examining Handbook.

I research regulations and policies on a recurring basis, I work well with people outside of the organization to insure the needs of the customers are met.

I am capable of applying HR concepts, laws, regulations and principles in order to analyze routine HR issues and problems in the following HR specialties: classification, compensation, recruitment & placement, benefits, employee relations, labor relations, HR information technology, and records retention. I have experience working with HR information systems including HR Smart, position management, error resolution, and coding in applicable modules, knowledge of HR functional areas, and I have the ability to communicate recommendations to staff at various levels in order to best achieve the desired outcome of working problems.

**Dept of Veterans Affairs**

3687 Veterans Drive

Fort Harrison, MT 59636 United States

**09/2018 – 07/2019**

**Salary:** 47,661.00 USD Bi-weekly

**Hours per week:** 40

**Series:** 0203 **Pay Plan:** GS **Grade:** 0705

**Human Resources Assistant** (This is a federal job)

**Duties, Accomplishments and Related Skills:**

Human Resources Assistant position within the Processing and Records/Staffing and Recruitment office. Duties including but not limited to: providing recruitment and placement services for multiple occupational series in both the General Schedule and the Federal Wage System as well as Title 38 hybrid positions. Prioritizing tasks and assignments to avoid oversight, applying policies & procedures to identify problems & respond to questions, and responding to formal & informal human resource related inquiries. Adjudicate veteran's preference, calculate SCD dates and retirement worksheets, and utilizing category rating procedures for professional and non-professional occupations. Complete and review various personnel actions to include pay setting, nature of action, legal authority, and applicable remarks for career conditional, career, and temporary appointments, extensions, promotions, reassignments, conversions, details, change to lower grades and separations as well as Title 38 employees in excepted appointments. Knowledge of and experience in managing and providing administrative support in an enterprise business office environment. Performed clerical or administrative support functions for a business or an organization, such as greeting visitors and responding to inquiries via phone, mail, email or in person; preparing correspondence and reports utilizing a variety of computer software systems; maintaining, filing, and distributing records and files; and assisting new employees with the completion of forms related to benefits and/or new appointments. Processing recurring personnel actions in an automated personnel payroll system; providing explanations to employees regarding benefits, entitlements, or other HR functions; preparing and processing new hire documents, packages and forms utilizing word processing software to produce a variety of standardized documents such as letters and reports; assisting with the drafting of vacancy announcements, and screening applicants to determine qualification and completeness of their application. Processing the full range of personnel actions; performing recruitment and placement activities that include developing a job analysis, posting a vacancy and reviewing applicant qualifications; providing administrative support to higher level staffing specialists in a variety of recruitment functions; and creating and maintaining vacancy announcement folders in accordance with a Merit Promotion Plan and the Delegated Examining Handbook. Support staffing operations which require knowledge of technical phases of the recruitment and internal placement of the merit promotion program to include multiple recruiting strategies such as delegated examining unit, direct hire authorities (schedule A, VRA, VEOA, 30% disabled provisional appointments), knowledge of OPM and Vet Guide regulations used in recruitment and placement strategies, basic qualifications, providing technical support for Human Resource operation work activities such as new employee orientation, onboarding as well as coding and processing personnel actions. Working knowledge of USA Staffing, onboarding, HR

Smart coding, DCPS, eOPF as well as other programs. Experience assisting with preparing and processing a variety of personnel forms such as request for personnel actions, travel orders, training forms, and payroll forms; and Maintaining files on employees, and preparing correspondence for employees requesting advance annual and sick leave; and using a variety of software such as database management, graphics, word processing, spreadsheets, and e-mail Utilizing computer systems and tools to prepare and update documents and reports. Applying a standardized body of rules and procedures sufficient to perform a wide range of human resource administrative duties and responding to inquiries via email or telephone. Managing multiple human resource priorities such as responding to customer inquiries, reviewing reports, and recognizing errors and reviewing & proofreading human resource documents for completeness. Identifying any needed corrections & taking appropriate action to have corrections completed. Researching and analyzing human resource data from various systems and making any necessary updates or corrections and reviewing & analyzing human resource data from various systems to create reports or various documents.

Experience reviewing time sheets and posting all labor charges in an automated system, and reconciling discrepancies in leave and overtime payments and coordinating with Finance and Accounting or the Human Resources Offices, and answering questions on leave regulations; and processing training request and coordinating the preparation of annual training plan for the organization; and scheduling and develop the agendas and minutes for meetings; and developing charts, and preparing narratives for routine review and analysis of administrative programs. I am capable of applying human resources concepts, laws, regulations and principles in order to analyze routine HR issues and problems in the following HR specialties: classification, compensation, recruitment & placement, benefits, employee relations, labor relations, HR information technology, and records retention. I have experience working with HR information systems including HR Smart, position management, error resolution, and coding in applicable modules, knowledge of HR functional areas, and I have the ability to communicate recommendations to staff at various levels in order to best achieve the desired outcome of working problems.

**Supervisor:** Patricia Pruett (406-447-7108)

HRO: Edward Zurey (406) 447-7562

HRO Assistant: Jillian Messina (406) 447-7564

**Okay to contact this Supervisor:** Yes

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**DOI NPS Olympic National Park**

600 E Park Ave

Port Angeles, WA 98362 United States

**05/2017 - 09/2018**

**Salary:** 46,879.00 USD Per Year

**Hours per week:** 40

**Series:** 0561 **Pay Plan:** GS **Grade:** 0705

**Budget Technician** (This is a federal job)

**Duties, Accomplishments and Related Skills:**

I am currently on a detail that is scheduled to last through the end of May as an Administrative Support Assistant (OA) within the PWR/NW SHRO. I directly support the temporary seasonal recruitment efforts under the direction and guidance of a project lead. Prioritizing tasks and assignments to avoid oversight, applying policies & procedures to identify problems & respond to questions, and responding to formal & informal human resource related inquiries. My duties include a variety of administrative duties with a predominate emphasis on human resource activities such as: independently performing practical and clerical aspects of office administration related to human resource management, prepare technical written documentation and correspondence, maintain electronic records and establish suspense controls for project work activities, assisting with reviewing applications and other supporting documents in USA Staffing.gov to make qualifications determinations for the job applicants based upon the information in their resumes, transcripts, cover letters, and any other documents attached to their applications, documenting qualifications determinations for job applicants utilizing an established process, administrative file management, and other duties as applicable. Capable of Apply and provide guidance to managers on personnel laws, rules, and regulations associated to recruits, staffing, reduction-in-force and other placement activities. Experience assisting with preparing and processing a variety of personnel forms such as request for personnel actions, travel orders, training forms, and payroll forms; and Maintaining files on employees, and preparing correspondence for employees requesting advance annual and sick leave; and using a variety of software such as database management, graphics, word processing, spreadsheets, and e-mail. Experience reviewing time sheets and posting all labor charges in an automated system, and reconciling discrepancies in leave and overtime payments and coordinating with Finance and Accounting or the Human Resources Offices, and answering questions on leave regulations; and processing training request and coordinating the preparation of annual training plan for the organization; and scheduling and develop the agendas and minutes for meetings; and

developing charts, and preparing narratives for routine review and analysis of administrative programs. Knowledge of and experience in managing and providing administrative support in an enterprise business office environment. Utilizing computer systems and tools to prepare and update documents and reports. Applying a standardized body of rules and procedures sufficient to perform a wide range of human resource administrative duties and responding to inquiries via email or telephone. Managing multiple human resource priorities such as responding to customer inquiries, reviewing reports, and recognizing errors and reviewing & proofreading human resource documents for completeness. Identifying any needed corrections & taking appropriate action to have corrections completed. Researching and analyzing human resource data from various systems and making any necessary updates or corrections and reviewing & analyzing human resource data from various systems to create reports or various documents. Review applications to determine eligibility and qualification determination using specific OPM guidelines and standards. Use an automated hiring system to gather, rate, and notify applicants of initial and final determinations. Work with applicants to resolve questions related to their applications. Notification of selected/non-selected candidates throughout the hiring process. Analyzing problems to identify factors, gather pertinent data, & recognize solutions, planning and organizing work & communicating effectively both in writing & orally. Counseling individuals about federal benefits & explaining legal provisions, regulations, and decisions to a variety of audiences while assisting individuals regarding how best to provide needed documents & evidence required and initiating inquiries to resolve errors, delays, or other problems in obtaining benefits. Performed clerical or administrative support functions for a business or an organization, such as greeting visitors and responding to inquiries via phone, mail, email or in person; preparing correspondence and reports utilizing a variety of computer software systems; maintaining, filing, and distributing records and files; and assisting new employees with the completion of forms related to benefits and/or new appointments. Processing recurring personnel actions in an automated personnel payroll system; providing explanations to employees regarding benefits, entitlements, or other HR functions; preparing and processing new hire documents, packages and forms utilizing word processing software to produce a variety of standardized documents such as letters and reports; assisting with the drafting of vacancy announcements, and screening applicants to determine qualification and completeness of their application. Processing the full range of personnel actions; performing recruitment and placement activities that include

developing a job analysis, posting a vacancy and reviewing applicant qualifications; providing administrative support to higher level staffing specialists in a variety of recruitment functions; and creating and maintaining vacancy announcement folders in accordance with a Merit Promotion Plan and the Delegated Examining Handbook. Process personnel actions according to an established system of coding. Specifically, the guide to personnel processing, utilization of various federal regulations, laws, rules, and agency merit promotion plans to ensure appropriate coding is followed. Develop vacancy announcements, determine applicant qualifications. As a Budget Technician I perform the following duties as needed: Customer service involving other park service employees as well as outside vendors the park does business with, I am responsible for managing accounts that are assigned to me by doing daily variance reports and keeping them in balance. I do monthly billing for bills of collections for customers, I balance and reconcile the UPS bill when it comes using the billing receipts for reconciliation. Customer service including but not limited to: Interacting with other team members and personnel in ONP and vendors related to budget & finance. My primary duties are as follows: Daily reconciliation of budget accounts that are assigned to me. Taking document summary reports and researching what is causing them to be out of variance and performing the accounting processes needed to bring them into balance through checking programming, FBMS credit card purchases, commitments in the CCR and credit card entries in the log. Balancing payroll accounts in AFS that are assigned to me, FBMS corrections and credit card reconciliations, I process non-IPP payment request for the entire park and log utility invoices into the park's utility database. Process Bills for Collections, vendor and customer account requests, review travel documents in Concur for employees. I program payroll information and changes for existing and new onboarding employees. Based upon the SHRO-1's I receive from other supervisory personnel in other departments, I make changes to the payroll programming and pay breakdown figures in AFS to ensure the correct accounts are charged for payroll purposes. Travel arranging, travel vouchers, travel credit cards, payroll, procurement, accountable property, records management, mailroom/supply management, and/or facilities interpreting & applying federal laws, regulations, policies, and procedures related to administrative services while using Microsoft Office software and using other automated systems designed to accomplish and manage the work in an administrative services department, such as accountable property, facilities, records management, physical security, etc. And I communicated courteously through verbal

and written communications such as email, memos, etc. I assisted with evaluating program performance & recommended actions to correct deficiencies.

I applied Federal Laws or Regulations, and/or Standard Operating Procedures with regards to Travel, Payroll (Time and Attendance), Procurement, Records Management, Accountable Property, Facilities and/or mail room operations. Gathered information, compiled data, and prepared reports, analyzing and resolving problems identified in those reports using Microsoft Office programs. I utilized statistical data to monitor performance and I made recommendations to immediate supervisor and/or senior management based on statistical analysis & interpretation of data. I assisted with performing internal reviews for compliance with federal laws, agency policies & other applicable guidelines. Microsoft Excel to create spreadsheets, organize data and perform calculations.

I imported and exported data from online and electronic database including web based and Oracle or similar systems. I developed innovative reporting functions in various database to monitor task progress & completion and I Communicated effectively in person and over the telephone to provide clear guidance to customers. I clearly & effectively communicated with customers, supervisor, and senior level management using Microsoft Outlook and other written communications. I handled customer service requests in a timely fashion and tracked all requests to ensure resolution. I resolved routine customer service requests. I created complex reports & produced regular & requested reports for immediate supervisor and/or senior management.

I communicate factual and procedural information clearly, orally and in writing, conduct research to gather and provide clear-cut information, analyze data and information to gather facts and draw conclusions, establish and maintain effective relationships with all levels of management to gain confidence and cooperation for advisory services provided; which I do as a normal progression of my working duties. Experience providing information and advice regarding personnel rules and regulations and policies, ensuring accurate information is received and coded into automated personnel data systems, or administering human resources programs, scheduling background investigations and drug testing, advanced personnel action processing, employee benefits, etc. Specialized experience including activities such as: supporting higher graded Human Resources Specialists in the areas of recruitment, placement and staffing, providing extensive and complex information regarding Federal personnel rules, regulations and policies, ensuring accurate information is received and coded into automated personnel data systems, and administering

Federal human resources programs(recruitment and placement, staffing, processing, performance management, employee benefits, OWCP,

**Supervisor:** Greg Adams (360-565-3022)

**Okay to contact this Supervisor:** Yes

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**DOD Dept of Navy OCHR Silverdale**

3230 NW Randall Way

Silverdale, WA 98383 United States

**03/2015 - 05/2017**

**Salary:** 41,463.00 USD Per Year

**Hours per week:** 40

**Series:** 0203 **Pay Plan:** GS **Grade:** 0705

**Human Resources Assistant** (This is a federal job)

**Duties, Accomplishments and Related Skills:**

Customer service including but not limited to: Interact with HRO's with other commands in order to service their employee record updates and maintenance. My major duties are as follows: Primary person on my team for resolve-it work relating to Veterans by correcting and updating employee records to calculate and reflect the correct information for their Service Computation Dates and Veterans Preference rating in their personnel files. I researched, compiled and determined information needed to accurately calculate and correct civilian Navy government employee records using DON computer programs such as, DCPDS and reading through eOPF files. Prioritizing tasks and assignments to avoid oversight, applying policies & procedures to identify problems & respond to questions, and responding to formal & informal human resource related inquiries. Knowledge of and experience in managing and providing administrative support in an enterprise business office environment. I researched, and compiled information from eOPF and DCPDS to determine information needed to accurately calculate and correct civilian Navy government employee records in accordance with federal regulations. Process RPA's (Requests for Personnel Actions) and PRW's (Problem Resolution Worksheets), monetary award actions, time off award actions, and other actions as needed. My duties required me to communicate factual and procedural information clearly, orally and in writing, conduct research to gather and provide clear-cut information, analyze data and information to gather facts and draw conclusions, establish and maintain effective relationships with all levels of management to gain confidence and cooperation for advisory services provided; which I did as a part of my normal progression of work duties. Various other duties as needed. Experience providing information and advice regarding personnel rules and regulations and policies, ensuring accurate information

is received and coded into automated personnel data systems, or administering human resources programs, scheduling background investigations and drug testing, advanced personnel action processing, employee benefits, etc. Specialized experience including activities such as: supporting higher graded Human Resources Specialists in the areas of recruitment, placement and staffing, providing extensive and complex information regarding Federal personnel rules, regulations and policies, ensuring accurate information is received and coded into automated personnel data systems, and administering Federal human resources programs (recruitment and placement, staffing, processing, performance management, employee benefits, OWCP, etc). I am capable of performing a wide variety of standardized administrative and clerical tasks in support of two or more human resources functions, including recruitment and staffing, pay administration, employee relations, labor relations, and employee development. Analyzing problems to identify factors, gather pertinent data, & recognize solutions, planning and organizing work & communicating effectively both in writing & orally. Counseling individuals about federal benefits & explaining legal provisions, regulations, and decisions to a variety of audiences while assisting individuals regarding how best to provide needed documents & evidence required and initiating inquiries to resolve errors, delays, or other problems in obtaining benefits.

I am capable of reviewing applications to verify eligibility and qualifications, and preparing the recruitment package for further processing.

I am capable of receiving requests for a wide variety of personnel actions, coding them, and completing required tasks associated with processing and legal approving personnel actions. Answering recurring questions on policies concerning appraisal processing, leave entitlements, leave share programs, or other employee relations programs as assigned. Utilizing computer systems and tools to prepare and update documents and reports. Applying a standardized body of rules and procedures sufficient to perform a wide range of human resource administrative duties and responding to inquiries via email or telephone. Managing multiple human resource priorities such as responding to customer inquiries, reviewing reports, and recognizing errors and reviewing & proofreading human resource documents for completeness. Identifying any needed corrections & taking appropriate action to have corrections completed. Researching and analyzing human resource data from various systems and making any necessary updates or corrections and reviewing & analyzing human resource data from various systems to create reports or various documents.

I am capable of supporting higher graded Human Resources Staffing Specialist in the areas of recruitment, placement, and staffing. Developing job analysis and assessment documents, preparing job announcement drafts in an automated system, rating and ranking applicants, and issuing Certificates of eligible applicants. I am capable of

doing the following:

Apply and provide guidance to managers on personnel laws, rules, and regulations associated to recruits, staffing, reduction-in-force and other placement activities. Review applications to determine eligibility and qualification determination using specific OPM guidelines and standards. Experience assisting with preparing and processing a variety of personnel forms such as request for personnel actions, travel orders, training forms, and payroll forms; and Maintaining files on employees, and preparing correspondence for employees requesting advance annual and sick leave; and using a variety of software such as database management, graphics, word processing, spreadsheets, and e-mail. Experience reviewing time sheets and posting all labor charges in an automated system, and reconciling discrepancies in leave and overtime payments and coordinating with Finance and Accounting or the Human Resources Offices, and answering questions on leave regulations; and processing training request and coordinating the preparation of annual training plan for the organization; and scheduling and develop the agendas and minutes for meetings; and developing charts, and preparing narratives for routine review and analysis of administrative programs.

Use an automated hiring system to gather, rate, and notify applicants of initial and final determinations. Work with applicants to resolve questions related to their applications. Notification of selected/non-selected candidates throughout the hiring process. Performed clerical or administrative support functions for a business or an organization, such as greeting visitors and responding to inquiries via phone, mail, email or in person; preparing correspondence and reports utilizing a variety of computer software systems; maintaining, filing, and distributing records and files; and assisting new employees with the completion of forms related to benefits and/or new appointments. Processing recurring personnel actions in an automated personnel payroll system; providing explanations to employees regarding benefits, entitlements, or other HR functions; preparing and processing new hire documents, packages and forms utilizing word processing software to produce a variety of standardized documents such as letters and reports; assisting with the drafting of vacancy announcements, and screening applicants to determine qualification and completeness of their application. Processing the full range of personnel actions; performing recruitment and placement activities that include developing a job analysis, posting a vacancy and reviewing applicant qualifications; providing administrative support to higher level staffing specialists in a variety of recruitment functions; and creating and maintaining vacancy announcement folders in accordance with a Merit Promotion Plan and the Delegated Examining Handbook. Process personnel actions according to an established system of coding. Specifically, the guide to personnel processing, utilization of various federal regulations, laws,

rules, and agency merit promotion plans to ensure appropriate coding is followed. Develop vacancy announcements, determine applicant qualifications and eligibilities, code and process personnel actions, research and interpret a variety of civilian personnel regulations to resolve basic staffing issues and to provide advice and guidance to managers/supervisors, employees and applicants.

**Supervisor:** Vickilynn Hosmer (360-315-8062)

**Okay to contact this Supervisor:** Yes

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### **National Park Service Fleet Maint. Division**

PO Box 168

Yellowstone National Park, WY 82190 United States

**01/2013 - 03/2015**

**Salary:** 37,983.00 USD Per Year

**Hours per week:** 40

**Series:** 0303 **Pay Plan:** GS **Grade:** 0602

**Administrative Assistant** (This is a federal job)

#### **Duties, Accomplishments and Related Skills:**

Administrative Assistant for Fleet/Maintenance Division, duties included: Customer service for NPS employees and all others relating to fleet maintenance issues, mail service duties including receive, sort and dispense for further distribution and delivery. Provided timekeeping, payroll and travel support for staff. Human resources for permanent as well as seasonal staff members to include: Prioritizing tasks and assignments to avoid oversight, applying policies & procedures to identify problems & respond to questions, and responding to formal & informal human resource related inquiries. employee file set up, maintenance, research and respond to all HR inquiries, assist in reviewing requests for accuracy, resolve discrepancies, complete or request missing information, assist in finalizing selections and EOD dates and ensure condition of employment paperwork & appointments are completed in the assigned time frames. Maintained electronic and hard copy filing system, used computer software to develop memos, forms, spreadsheets and other standardized documents, inputting and retrieving data from complex databases, maintaining time and attendance, and assisting with travel arrangements. Maintain office files by updating, adding, deleting, or cross-referencing material information in accordance with subject matter and or chronological and numerical sequence. Provide labor and employee relations and support services, assist in advising on the EEO complaint process. Experience assisting with preparing and processing a variety of personnel forms such as request for personnel actions, travel orders, training forms, and payroll forms; and Maintaining files on employees, and preparing correspondence for employees



requesting advance annual and sick leave; and using a variety of software such as database management, graphics, word processing, spreadsheets, and e-mail. Experience reviewing time sheets and posting all labor charges in an automated system, and reconciling discrepancies in leave and overtime payments and coordinating with Finance and Accounting or the Human Resources Offices, and answering questions on leave regulations; and processing training request and coordinating the preparation of annual training plan for the organization; and scheduling and develop the agendas and minutes for meetings; and developing charts, and preparing narratives for routine review and analysis of administrative programs. Utilizing computer systems and tools to prepare and update documents and reports. Applying a standardized body of rules and procedures sufficient to perform a wide range of human resource administrative duties and responding to inquiries via email or telephone. Managing multiple human resource priorities such as responding to customer inquiries, reviewing reports, and recognizing errors and reviewing & proofreading human resource documents for completeness. Identifying any needed corrections & taking appropriate action to have corrections completed. Researching and analyzing human resource data from various systems and making any necessary updates or corrections and reviewing & analyzing human resource data from various systems to create reports or various documents. Travel, Payroll, Procurement, Accountable Property, Records Management, Mailroom/Supply Management, and/or Facilities using Microsoft Office software and using other automated systems designed to accomplish and manage the work in an administrative services department, such as accountable property, facilities, records management, physical security, etc. And I communicated courteously through verbal and written communications such as email, memos, etc. Travel Arranging, Travel Vouchers, Travel Credit Cards, Payroll (Time and Attendance), Procurement, Accountable Property, Records Management, Mailroom/Supply Management, and/or Facilities. I applied Federal Laws or Regulations, and/or Standard Operating Procedures with regards to Travel, Payroll (Time and Attendance), Procurement, Records Management, Accountable Property, Facilities and/or mail room operations. Gathered information, compiled data, and prepared reports using Microsoft Office programs. I utilized Microsoft Excel to organize data and perform calculations. I imported and exported data from online and electronic database including web based and Oracle or similar systems. I Communicated effectively in person and over the telephone to provide guidance to customers. I communicated with customers, supervisor, and senior level management using Microsoft Outlook and other written

communications. I handled customer service requests in a timely fashion and tracked all requests to ensure resolution. I resolved routine customer service requests.

Timekeeping functions using Quicktime for fleet staff, facilitation of pay and leave administration including FPPS functions for new hires and required furlough for staff as needed. Budgeting duties to include: AFS IV, government credit card maintenance and distribution and reconciliation for fleet vehicles and employees, I did the monthly FBMS mileage and usage entries for entire fleet vehicle utilization and fuel consumption each month and fleet credit card reallocations in FBMS and creating and generating needed reports for auditing. Entered financial data into an accounting system to analyze and compare historic data, and responded to customer inquiries regarding pay related issues. Accounting duties included: examining, verifying, maintaining and reconciling accounts and accounting data. Determining pay, payroll records maintenance and completing reports, posting, examining, balancing computing and extracting data from records to prepare reports, maintained and processed travel claims using automated travel systems to review and produce documentation in accordance with local policies and regulations. Experience utilizing accounting, budget, or other financial management procedures, methods, or techniques to verify information on incoming transactions (vouchers, cash receipts and invoices). Review documents for accounting codes, signatures, services, rates and receipts and input into accounting systems, reconcile and make adjustments to accounts, resolve problems in balancing accounts and prepare and analyze reports. Used an automated financial system to facilitate the assessment, evaluate and review of reports, system output, and operational problems. Assist other staff offices and field personnel in methods for maintaining financial compliance and reporting. Conduct research to gather & provide clear-cut information, analyze data & information to gather facts & draw conclusions, establish & maintain effective relationships with all levels of management to gain confidence & cooperation for advisory services provided, gather pertinent data and recognize solutions, plan and organize work, communicate factual & procedural information orally and in writing. Utilized automated budget execution and accounting systems, and assisted in the preparation of a wide variety of reports covering the status of funds, expenses, and obligations, as required by higher authority. Supported the operation of the Government Travel System, provided technical and authoritative guidance regarding the interpretation and application of travel directives, policies, procedures, laws, and regulations. Issued, activated/deactivated and authorized Government Travel Charge cards, increased in accordance with applicable guidelines and regulations. Budget

technician duties to include: Knowledge of and experience in managing and providing administrative support in an enterprise business office environment. Providing clerical technical assistance to program managers and budget staff in the planning, preparation, monitoring, tracking and reconciliation of annual operating funds. Responsibilities include estimating budget needs, programming authorized spending plans, reconciling actual expenses against planned projections, researching and correcting accounting problems such as incorrect account charges, erroneous payments and data input errors. Assisting with the billing, collection and deposit of incoming funds and the payment of debts owed. Responsibilities also including general administrative support in the areas of payroll, travel and personnel transactions. Responsible for the purchase of supplies, equipment and non-personal services to ensure all transactions are in compliance with regulatory requirements. GS-06 step 02, eligible for GS-07.

**Supervisor:** Holly Long (307-344-2324)

**Okay to contact this Supervisor:** Yes

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### **BLM Glasgow Field Office**

5 Lasar Drive

Glasgow, MT 59230 United States

**10/2011 - 01/2013**

**Salary:** 34,907.00 USD Per Year

**Hours per week:** 40

**Series:** 0303 **Pay Plan:** GS **Grade:** GS05

**Administrative Support Assistant** (This is a federal job)

**Duties, Accomplishments and Related Skills:**

Administrative Support Assistant, Bureau of Land Management Glasgow Field Office, Glasgow, Montana.

Various duties in office including: Customer service including providing information to the general public in person, by telephone and electronic mail relating to use of public lands, conducting cash transactions, purchasing, retail sales of maps & national park passes, mail room duties such as receive and route mail, respond to telephone inquiries or requests for information, track and control the flow of correspondence to insure reporting deadlines are met, use a keyboard to prepare letters, memos, reports or other documents, prepare letters or other documents in attendance reports into automated system following established procedures, record numerical information to prepare reports such as motor vehicle mileage reports, prepare personnel forms associated with the hiring and termination of employees and prepare travel

authorizations and vouchers. CBS accounting system, Quicktime timekeeping for staff, Collections Officer, fleet manager, HR person, EEO and diversity person and safety person for field office. Government credit card reconciliation for the fleet, procurement duties as needed. Maintained office files by updating, adding, deleting, or cross-referencing material information in accordance with subject matter, and or chronological and numerical sequence. Balancing of a cash drawer and inputting monies received into a collection and billing system, managing of payroll and timekeeping system, Quicktime management of charge card program and application of interpretation of regulations. fleet manager, HR person, EEO & Diversity person and safety person for field office and many various other duties as needed. Supported the operation of the Government travel system, provided technical and authoritative guidance regarding the interpretation and application of travel directives, policies, procedures, laws, and regulations. Issued, activated/deactivated and authorized Government travel charge card, increased in accordance with applicable guidelines and regulations. Responsible for the purchase of supplies, equipment and non-personal services to ensure all transactions are in compliance with regulatory requirements. Budget technician duties to include: providing clerical technical assistance to program managers and budget staff in the planning, preparation, monitoring, tracking and reconciliation of annual operating funds. Responsibilities include estimating budget needs, programming authorized spending plans, reconciling actual expenses against planned projections, researching and correcting accounting problems such as incorrect account charges, erroneous payments and data input errors. Assisting with the billing, collection and deposit of incoming funds and the payment of debts owed. Responsibilities also including general administrative support in the areas of payroll, travel and personnel transactions. Prioritizing tasks and assignments to avoid oversight, applying policies & procedures to identify problems & respond to questions, and responding to formal & informal human resource related inquiries. Utilizing computer systems and tools to prepare and update documents and reports. Applying a standardized body of rules and procedures sufficient to perform a wide range of human resource administrative duties and responding to inquiries via email or telephone. Managing multiple human resource priorities such as responding to customer inquiries, reviewing reports, and recognizing errors and reviewing & proofreading human resource documents for completeness. Identifying any needed corrections & taking appropriate action to have corrections completed. Researching and analyzing human resource data from various systems and making any necessary updates or corrections and reviewing & analyzing human resource data from various systems to create reports or various documents. Operated a government motor vehicle from time to time as part of my official duties. Knowledge of and experience in managing and providing administrative support in an

enterprise business office environment. Communicated factual and procedural information clearly, orally and in writing, conducted research to gather and provide clear-cut information, analyzed data and information to gather facts and draw conclusions, establish and maintain effective relationships with all levels of management to gain confidence and cooperation for advisory services provided; which I did as a normal progression of my working duties. Various other duties as needed.

**Supervisor:** Pat Gunderson (406-228-3758)

**Okay to contact this Supervisor:** Yes

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**BLM Kanab Field Office**

318 N 100 East

Kanab, UT 84741 United States

**04/2011 - 10/2011**

**Salary:** 34,000.00 USD Per Year

**Hours per week:** 40

**Series:** 0303 **Pay Plan:** GS **Grade:** 05

**Administrative Support Assistant** (This is a federal job)

**Duties, Accomplishments and Related Skills:**

Administrative Assistant, Bureau of Land Management, Kanab Field Office, Kanab, Utah. Various duties in office including: Prioritizing tasks and assignments to avoid oversight, applying policies & procedures to identify problems & respond to questions, and responding to formal & informal human resource related inquiries. Customer service including providing information to the general public in person, by telephone and electronic mail relating to use of public lands, assisting tourists with information on hiking trails, travel information and camping information. Conducting cash transactions, balancing of a cash drawer and inputting monies received into CBS accounting system. Functioned as a designated time keeper using Quicktime payroll and timekeeping system. Management of government charge card program and application of interpretation of regulations. Purchasing mapping supplies for general public. Worked in CBS accounting system, TSIS, Quicktime, Collections Officer, mail processing, processing vehicle inspection paperwork. Supported the operations of the Government travel system, provided technical and authoritative guidance regarding the interpretation and application of travel directives, policies, procedures, laws, and regulations. Issued, activated/deactivated and authorized Government travel charge card increases in accordance with applicable guidelines and regulations. Responsible for the purchase of supplies, equipment and non-personal services to ensure all transactions were in compliance with regulatory requirements. Receive and route

mail, respond to telephone inquiries or requests for information, track and control the flow of correspondence to insure reporting deadlines are met, use a keyboard to prepare letters, memos, reports or other documents, prepare letters or other documents in final draft, proofread letters or other documents for spelling, typographical or grammatical errors, coordinate and enter time and attendance reports into an automated system following established procedures, record numerical information to prepare reports such as motor vehicle mileage reports, prepare travel authorizations and vouchers. Communicated factual and procedural information clearly, orally and in writing, conducted research to gather and provide clear-cut information, analyzed data and information to gather facts and draw conclusions, established and maintained effective relationships with all levels of management to gain confidence and cooperation for advisory services provided; which I did as a normal progression of my working duties. Various other duties as needed.

**Supervisor:** Harry Barber (435-644-1271)

**Okay to contact this Supervisor:** Yes

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### **Miles City Bucking Horse Sale**

Miles City, MT United States

**05/2000 - 05/2010 (seasonally)**

**Hours per week:** 25

#### **Pari-Mutuel Cashier**

#### **Duties, Accomplishments and Related Skills:**

Pari-Mutuel Cashier, Miles City Bucking Horse Sale, Miles City, Montana. I worked the pari-mutuel betting windows during Bucking Horse. Customer service, educated the general public for betting practices, generated, processed and cashed tickets for wagering on races. Accurately and quickly handling very large sums of monies with no errors, or shortages and balance at end of shift.

**Supervisor:** Roxy Davis (406-234-0218)

**Okay to contact this Supervisor:** Yes

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### **Yellowstone Arctic Yamaha**

P.O. Box 455

West Yellowstone, MT 59758 United States

**12/2009 - 03/2010**

**Hours per week:** 30

#### **Snowmobile Guide**

#### **Duties, Accomplishments and Related Skills:**

12/09-3/10 Snowmobile Guide, Yellowstone Arctic Yamaha, West Yellowstone, Montana. I led interpretive snowmobile tours into Yellowstone National Park part time for three winter seasons.

**Supervisor:** Bill Howell (406-646-9636)

**Okay to contact this Supervisor:** Contact me first

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### **Sky Ute Casino & Resort**

14324 US Hwy 172 North  
Ignacio, CO 81137 United States

**11/2008 - 09/2009**

**Salary:** 24,000.00 USD Per Year

**Hours per week:** 40

**Front Desk Manager**

**Duties, Accomplishments and Related Skills:** 11/08-9/09 Front Desk Manager, Sky Ute Casino & Resort, Ignacio,

Colorado. Managed front desk at local casino & resort with 140 rooms. Responded to and maintained customer service management concerns. Recruited, hired and trained new staff members, ensured coaching, counseling and disciplining to all staff members. Maintained employee files, time edits for approval of payroll and scheduling of staff. Worked with the sales department to ensure group functions processed smoothly for bus tours and any other group bookings. Room balancing, accounting, processed and supervised guest and group reservations, oversaw everyday workings of front desk and all matters pertaining to daily operations and functions of hotel. Knowledge of and experience in managing and providing administrative support in an enterprise business office environment.

Software used was Agilysis and Visual One. Budget technician duties to include: providing clerical technical assistance to program managers and budget staff in the planning, preparation, monitoring, tracking and reconciliation of annual operating funds. Responsibilities include estimating budget needs, programming authorized spending plans, reconciling actual expenses against planned projections, researching and correcting accounting problems such as incorrect account charges, erroneous payments and data input errors. Assisting with the billing, collection and deposit of incoming funds and the payment of debts owed. Responsibilities also including general administrative support in the areas of payroll, travel and personnel

transactions. Communicated factual and procedural information clearly, orally and in writing, conducted research to gather and provide clear-cut information, analyzed data and information to gather facts and draw conclusions, established and maintained effective relationships with all levels of management to gain confidence and cooperation for advisory services provided; which I did as a normal progression of my working duties. HR duties including: Apply and provide guidance to managers on personnel laws, rules, and regulations associated to recruits, staffing, reduction-in-force and other placement activities.

I provided a full range of advice and guidance to managers and employees pertaining to recruitment & placement, labor and employee relations. Including recruitment conversations with hiring managers to decide the most effective strategy, developed job analyses and vacancy announcements, determine qualifications and issue referrals, conduct new employee orientations, performance and conduct issues, discipline, adverse actions, leave administration, performance management, awards management and recognition, medical & reasonable accommodation issues, unfair labor practices, contract administration, and compliance with negotiated bargaining agreements.

Review applications to determine eligibility and qualification determination using specific OPM guidelines and standards.

Use an automated hiring system to gather, rate, and notify applicants of initial and final determinations. Work with applicants to resolve questions related to their applications. Notification of selected/non-selected candidates throughout the hiring process. Analyzing problems to identify problems to identify factors, gather pertinent data, & recognize solutions, planning and organizing work & communicating effectively both in writing & orally. Counseling individuals about federal benefits & explaining legal provisions, regulations, and decisions to a variety of audiences while assisting individuals regarding how best to provide needed documents & evidence required and initiating inquiries to resolve errors, delays, or other problems in obtaining benefits. Prioritizing tasks and assignments to avoid oversight, applying policies & procedures to identify problems & respond to questions, and responding to formal & informal human resource related inquiries. Utilizing computer systems and tools to prepare and update documents and reports. Applying a standardized body of rules and procedures sufficient to perform a wide range of human resource administrative duties and responding to inquiries via email or telephone. Managing multiple human resource priorities such as responding to customer inquiries, reviewing reports, and recognizing errors and reviewing & proofreading human resource documents for completeness. Identifying any needed corrections & taking appropriate action to have corrections completed. Researching and analyzing human resource data from various systems and making any necessary updates or corrections



and reviewing & analyzing human resource data from various systems to create reports or various documents.

Process personnel actions according to an established system of coding. Specifically, the guide to personnel processing, utilization of various federal regulations, laws, rules, and agency merit promotion plans to ensure appropriate coding is followed.

Develop vacancy announcements, determine applicant qualifications and eligibilities, code and process personnel actions, research and interpret a variety of civilian personnel regulations to resolve basic staffing issues and to provide advice and guidance to managers/supervisors, employees and applicants.

Various other duties as needed.

**Supervisor:** Julie Eisenmann (970-553-0582)

**Okay to contact this Supervisor:** Yes

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### **West Yellowstone Conference Hotel Holiday Inn**

315 Yellowstone Ave

West Yellowstone, MT 59758 United States

**12/1998 - 10/2008**

**Salary:** 20,000.00 USD Per Year

**Hours per week:** 40

#### **Guest Services Assistant Manager**

#### **Duties, Accomplishments and Related Skills:**

12/98-10/08 Guest Services Assistant Manager, West Yellowstone Conference Hotel Holiday Inn, West Yellowstone, Montana. Customer service, MOD manager, part time snowmobile guide for interpretive tours into Yellowstone National Park, answer phones, book reservations, computer operation using Lanmark, Holidex and Opera. Cashier, check-ins, check-outs, and train new people. Communicated factual and procedural information clearly, orally and in writing, conducted research to gather and provide clear-cut information, analyzed data and information to gather facts and draw conclusions, established and maintained effective relationships with all levels of management to gain confidence and cooperation for advisory services provided; which I did as a normal progression of my working duties. Apply and provide guidance to managers on personnel laws, rules, and regulations associated to recruits, staffing, reduction-in-force and other placement activities. Review applications to determine eligibility and qualification determination using specific OPM guidelines and standards. Use an automated hiring system to gather, rate, and notify applicants of initial and final determinations. Work with applicants to resolve questions related to their applications. Notification of selected/non-selected candidates throughout the

hiring process. Knowledge of and experience in managing and providing administrative support in an enterprise business office environment. Process personnel actions according to an established system of coding. Specifically, the guide to personnel processing, utilization of various federal regulations, laws, rules, and agency merit promotion plans to ensure appropriate coding is followed. Develop vacancy announcements, determine applicant qualifications and eligibilities, code and process personnel actions, research and interpret a variety of civilian personnel regulations to resolve basic staffing issues and to provide advice and guidance to managers/supervisors, employees and applicants. Many various other duties as needed. Seasonal employment.

**Supervisor:** Jenny LeCours (406-640-0312)

**Okay to contact this Supervisor:** Yes

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## **US Navy**

Navy Reserve Center Spokane, Washington  
Spokane, WA 99205 United States

**04/1990 - 04/1998**

**Hours per week:** 45

### **Storekeeper Third Class**

#### **Duties, Accomplishments and Related Skills:**

Supply Storekeeper duties to include: Knowledge of and experience in managing and providing administrative support in an enterprise business office environment. Supply Technician performing supply assigned material control and supply support operations for deploying units to active duty locations. Receive and route mail, respond to telephone inquiries or requests for information, track and control the flow of correspondence to insure reporting deadlines are met, use a keyboard to prepare letters, memos, reports of other documents, prepare letters or other documents in final draft, proofread letters or other documents for spelling, typographical or grammatical errors, coordinate and enter time and attendance reports into an automated system following established procedures, record numerical information to prepare reports such as motor vehicle mileage reports, prepare personnel forms associated with the hiring and termination of employees and prepare travel authorizations and vouchers. Receiving, screening, verifying and querying requisitions against various sources of supply, item managers notes, and making contact with managers when appropriate. Updating requisition status utilizing integrated supply systems. Prepared fleet inventory management and reporting systems and technical

screening packages to be passed both internally and externally. Purchasing supplies and inventory to outfit various military units preparing to deploy to locations. Record keeping and payroll and human resource duties as needed. Budget technician duties to include: providing clerical technical assistance to program managers and budget staff in the planning, preparation, monitoring, tracking and reconciliation of annual operating funds. Responsibilities include estimating budget needs, programming authorized spending plans, reconciling actual expenses against planned projections, researching and correcting accounting problems such as incorrect account charges, erroneous payments and data input errors. Assisting with the billing, collection and deposit of incoming funds and the payment of debts owed. Responsibilities also including general administrative support in the areas of payroll, travel and personnel transactions. Communicated factual and procedural information clearly, orally and in writing, conducted research to gather and provide clear-cut information, analyzed data and information to gather facts and draw conclusions, established and maintained effective relationships with all levels of management to gain confidence and cooperation for advisory services provided; which I did as a normal progression of my working duties. Work was full time, between 40 - 45 hours per week.

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**Education:**

**Blair College** Colorado Springs, CO United States

Technical or Occupational Certificate 04/1998

**GPA:** 3.96 of a maximum 3.96

**Credits Earned:** 120 Semester hours

**Major:** Medical Assistant

**Relevant Coursework, Licenses and Certifications:**

Medical Assistant Program 3 year program. Stayed on President List while attending. Classroom instruction as well as clinical training.

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**Job Related Training:**

I am tenured in my job status at GS-07 Step 6.

My typing speed is 45 wpm.

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**Language Skills:**

<b>Language</b>	<b>Spoken</b>	<b>Written</b>	<b>Read</b>
English	Advanced	Advanced	Advanced

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## Supplement to Resume

I joined the American Legion in 2012 with the Legion Park Post in Livingston, Montana and served as a shooter on the Honor Guard and I have remained a continuous member of the American Legion ever since.

The positions I have held are:

Adjutant, shooter on the Honor Guard and Service Officer at Post #26 Port Townsend, Washington.

Dept of VA, Shooter on Honor Guard in Fort Harrison, Montana. Member of American Legion post in Helena, Montana.

Shooter on Honor Guard, Vice Commander 2 years Post and District Vice Commander for 2 years. Post# 26 Powell, Wyoming.

Adjutant, and currently interested in becoming District Vice Commander, Post #157 Electric City, Washington.

Office Assistant Sr, Shooter on CCT Colville Confederated Tribes Veterans Resource Program Honor Guard.