

JASON BROWN

Address: 888 Fern Bay Drive Southwest, Atlanta, Georgia 30331

Phone: 888.888.8888 **Email:** resumesample@gmail.com

HUMAN RESOURCES SPECIALIST (EMPLOYEE RELATIONS)

DEPARTMENT OF THE INTERIOR, OFFICE OF THE SECRETARY OF THE INTERIOR

JOB ANNOUNCEMENT NUMBER: **OS-6040-20-CD-030(MP)**

PAY SCALE AND GRADE: **GS 14**

CITIZENSHIP: **U.S. CITIZEN**

QUALIFICATIONS PROFILE

Results-driven and performance-focused professional, offering wide-ranging experience in human resources administration. Armed with broad knowledge of employment laws, recruitment strategies, and HR best practices. Skilled at leading talent acquisition, onboarding processes, and performance oversight. Expert at creating training materials and conducting workshops to improve overall staff performance. Adept at managing operations, implementing strategies and programs, and achieving organizational goals and objectives.

COMPETENCIES

Policy

- Observed strict adherence to policies and procedures in directing the international deployment and mission assignment
- Formed and established policies and procedures, while counseling leaders on employment laws and monitoring adherence to the federal and state regulations

Technical Knowledge

- Managed all aspects the human capital program, such as staffing, classification, employee relations, performance management, training, benefits, and payroll
- Served as a human capital advisor for the national Incident Management Assistance Team (IMAT), accountable for spearheading various comprehensive human resources (HR) services, such as providing technical advice and employee guidance as well as coaching, training, and assistance on several specialized program areas

Regulations and Guidance

- Created and implemented solutions to issues associated with the preparation, transitioning, and evaluation of DPMAP requirements
- Presided over the training of end users on DPMAP, a standardized defense-wide performance and appraisal system that replaced the existing interim performance management system (IPMS)

Communication

- Offered expert recommendations to licensed professionals for their mission in other countries and quarantined territories
- Relayed guidance-specific information to other field inspectors

Planning and Evaluating

- Worked with permanent CDC staff in maintaining an enhanced and transparent operation to achieve the goal of eliminating the rapidly evolving and potentially fatal epidemic
- Coordinated with emergency management officials on policies and procedures, while rendering advisory services regarding performance management and operational oversight

RELEVANT EXPERIENCE

DSFEDERAL INC. (CONTRACTOR FOR WALTER REED ARMY MEDICAL CENTER)

COMPLETE ADDRESS, BETHESDA, MD ZIP CODE

Human Resource Manager (Interim Federal Contractor) • Mar 2017–May 2017

Supervisor: Angela Jackson-Alexander

Hours per Week:

301.208.2829 | May be contacted

Annual Salary: \$

- Facilitated the training of end users on DPMAP, a standardized defense-wide performance and appraisal system that replaced the interim performance management system (IPMS)
- Rendered direct support in executing procedures for the transition and establishment of the Defense Performance Management and Appraisal Program (DPMAP)

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- Offered program management support in resolving issues associated with DPMAP requirements creation, transition, and assessment; including preparation of presentations and briefings as well as support on conferences and other meetings on DPMAP execution
- Presided over the training of Department of Defense (DoD) employees in the District, Maryland, Virginia (DMV) area on system utilization and taking ownership of their tasks

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA), 13618 VENTURI LANE, HERNDON, VA 20171 **Human Resource Unit Leader** • Aug 2014–May 2015

Supervisor: Sheila D. Moore
202.716.1964 | May be contacted

Hours per Week:
Annual Salary: \$

- Acted as human capital advisor for the Incident Management Assistance Team (IMAT), accountable for spearheading various comprehensive human resources (HR) services
- Partnered with emergency management officials on policies and procedures, while rendering advisory services regarding performance management and operational oversight
- Supervised all facets of human capital program, such as staffing, classification, employee relations, performance management, training, benefits, and payroll
- Served as the lead HR official in charge of administering HR policies and corrective actions
- Functioned as a team member of the Centers for Disease Control and Prevention (CDC) in eradicating the Ebola virus in several nations in 2015
- Collaborated with numerous tribes, state, and local government in executing emergency management drills, test, and coordination

CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC), 1600 CLIFTON Rd, ATLANTA, GA 30333 **Lead Staffing and International Deployment Coordinator** • Dec 2014–Apr 2015

Supervisor: Sheila D. Moore
202.716.1964 | May be contacted

Hours per Week:
Annual Salary: \$

- Supported the CDC Human Resources Office (EOC) for the United States Department of Health and Human Services as HR specialist
- Carried out issuance, maintenance, tracking, and inventory of deployable assets to provide necessary equipment, field gear, and personal protective equipment (PPE) to CDC staff supporting emergency response activities
- Closely collaborated with the Health and Human Services (HHS), Emergency Support Function #8 (ESF-8), FEMA, and other federal agencies, state, territorial, and local emergency management officials in overseeing global mission assignments to ensure adherence to all requirements in public health emergency responses
- Determined and guided the CDC staff in assuming responder roles, which included providing staff to Emergency Operations Center (EOC) and deployable global teams during public health emergencies and exercises
- Worked with domestic and international agencies in coordinating all emergency response program activities; which involved participating in domestic and international emergency management meetings and conferences
- Teamed up with licensed professionals for their mission in other countries and quarantined territories; as well as with medical professionals deployed to different areas globally

SPRAH SERVICES, 270 CAROLINE STREET NORTHEAST, ATLANTA, GA 30307 **Human Resource Business Consultant (HRBC)** • Aug 2008–Jul 2014

Supervisor: Lashon Sanders
678.923.5521 | May be contacted

Hours per Week:
Annual Salary: \$

- Worked as part of the Client Management Team by strengthening relationships; providing influence and challenge to the Senior Management Team on their personal style; and creating and delivering people plans to attain business area and HR strategies
- Offered expert human capital advices to assist leaders as well as demonstrated in-depth understanding of human capital management to propose effective business solutions
- Spearheaded managerial training on diversity, harassment, employment law, performance management, benefits administration, and ethics
- Formed and established policies and procedures, while counseling leaders on employment laws and monitoring adherence to the federal and state regulations
- Consulted with stakeholders in resolving complex problems and driving efficient project management procedures and techniques

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OTHER EXPERIENCE

DEPARTMENT OF COMMERCE — UNITED STATES CENSUS, ATLANTA, GA 30303

Lead Partnership Specialist, GG-0301-12 • Jan 2018–Present

Supervisor: Linda Baptiste
678.733.2574 | May be contacted

Hours per Week: 40
Annual Salary: \$78,446.00

WSP INSPECTION SERVICES (CONTRACTOR FOR FEDERAL EMERGENCY MANAGEMENT AGENCY), WINCHESTER, VA 22602

Emergency Management Specialist (Federal Contractor) • Oct 2017–Present

Supervisor: Jarad Kapsa
800.411.1177 | May be contacted

Hours per Week:
Annual Salary: \$

EDUCATION

Master of Science in Human Resources Management • Jun 2010

TROY UNIVERSITY, TROY, AL 36082

GPA: [Score/Score](#)

Bachelor of Science in Organizational Management • May 2008

VOORHEES COLLEGE, DENMARK, SC 29042

GPA: [Score/Score](#)

High School Diploma • Month Year

[HIGH SCHOOL NAME, CITY, STATE ZIP CODE](#)

PROFESSIONAL DEVELOPMENT

Certification:

Project Management Professional (PMP) Certificate • May 2016

GEORGIA INSTITUTE OF TECHNOLOGY, ATLANTA, GA 30332

Federal Emergency Management and Disaster Relief Certification • Oct 2014

EMERGENCY MANAGEMENT INSTITUTE (EMI), ANNISTON, AL [ZIP CODE](#)

Human Resource Management Professional Certificate • Mar 2013

Society for Human Resource Management-Certified Professional (SHRM-CP)

Society for Human Resource Management-Senior Certified Professional (SHRM-SCP)

KENNESAW STATE UNIVERSITY, KENNESAW, GA 30144

Training/Courses:

- Privacy Act Training
- Basic Records Management
- No Fear Act Training
- Labor Relations for Managers and Supervisors
- Performance Leadership Training
- Supervisory Leadership Training
- Supervisors' Guide to Equal Employment Opportunity (EEO)
- EEO Supervisor Course
- Sexual Harassment: New Perspectives
- Time Management and Delegation
- Taking Care of Employees
- Dealing with Difficult People
- Team Building for Supervisors
- Solving Problems and Making Decisions
- Choosing Your Response to Anger
- Resolving Conflicts

PROFESSIONAL AFFILIATIONS

National Society for Human Resource Management (SHRM)

National Association of African Americans in Human Resources (NAAHR)

TECHNICAL SKILLS

Microsoft Office 10 | Microsoft Outlook | Case Management System (CMS) Clarify
Oracle Taleo Management Recruiting Software | AS/400 | SAP | ADP eXpert | PeopleSoft 8.4
Deployment Tracking System (DTS) | Automating Federal Human Resources Management (FHR)
Concur | Kronos | Microsoft SharePoint | CRM | E2Solutions | Google Docs