



**U.S. Department of the Navy****Jun 79 - Apr 04****Administrative/Personnel Officer**

Jan 03 - Apr 04

Deep Submergence Unit, San Diego, CA

- Supported over 140 staff and directed and supervised three personnel.
- Served as senior admin focal point for command and three detachments.
- Acted as officer-in-charge of command Manpower Authorization while managing the receipt and transfer of incoming and outgoing personnel.
- Revised office procedures to ensure a higher level of customer service.
- Managed Bank of America Government Travel cards, required reports, and associated programs for 146 personnel totaling \$1,473,000.

**Administrative/Personnel Officer**

Sep 01 - Jan 03

Naval Base Point Loma, San Diego, CA

- Supported over 300 staff and directed and supervised up to nine subordinate personnel.
- Maintained manpower documents; managed receipt/transfer of personnel.
- Developed Statement of Work for hiring civilian employees.
- Prepared and executed a plan to deliver 4000 ID cards in ten weeks.
- Coordinated Activity-Based Costing training for 309 staff.
- Statistical Data Coordinator for 101 diversetenant commands.
- Developed and presented comprehensive training program for Command Duty Officers resulting in increased watch standing efficiency.

**Administrative/Personnel Officer**

Feb 99 - Aug 01

USS HELENA (SSN 725), San Diego, CA

- Supported over 140 personnel and directed and supervised two personnel.
- Prepared technical and classified correspondence associated with the operation and maintenance of a complex nuclear-powered submarine.
- Exceeded administrative goals for a six-month Western Pacific deployment as a result of exacting standards and attention to detail.
- Maintained command Manpower Authorization, manpower documents; and managed receipt and transfer of incoming and outgoing personnel.
- Created and implemented an extensive personnel database.
- Developed and wrote comprehensive office Standard Operating Procedures.

**Personnel Officer**

Mar 96 - Jan 99

Naval Submarine School, Groton, CT

- Supported over 700 staff/1300 students, in addition to directing and supervising work of six subordinate personnel.
- Processed student incoming and outgoing correspondence.
- Achieved outstanding results during a period of downsizing.
- Planned and supervised renovation of 3,400 square-foot office space.
- Created and implemented command website on World Wide Web.
- Authored book "The Battle Off Samar" and subsequently nominated for Navy League Alfred Thayer Mahan Award for literary achievement.

**Education/Training/Other**

- Associate in Applied Science degree in Administrative/Management Studies, Excelsior College, 2005.
- Naval training accredited by the American Council on Education:
  - Anti-Terrorism Training Officer, 2003.
  - Navy Leader Development Program for Chief Petty Officers, 1992.
- Single Scope Background Investigation, favorably completed 12/1/06.