

(DELETE ALL RED ITEMS)

FIRST AND LAST NAME

TOWN, STATE AND ZIP CODE

EMAIL ADDRESS

PHONE NUMBER

LINKEDIN URL

Citizenship: *(Nation of Citizenship)*

Special Hiring Authority: *(Veteran, Active Duty Spouse, or Person with Disability - Schedule A)*

Federal Experience: *(Indicate Military, Federal or State Gov. If none, omit.)*

Clearance: *(Indicate what level and if it's still active – if none, write “none”)*

SKILLS SUMMARY: *(Has 2 elements: An introductory paragraph and list of skills directly related to the position you have that you want to highlight)*

(1st Element: The introductory paragraph - Must be specific and highly detailed for each job and position you're applying to. You need to outline all the specific skills you have that are directly related to the position you are seeking including Key Words (underlined in example below) identified in the positions description.)

Focused and highly motivated management professional, with 12 + years of extensive experience in Strategic Workforce Planning, EEO, OHR and Diversity Mgt. Utilizing my background in Disability, Accommodations, Business Operations, Project Management, and Statistical Analysis to develop comprehensive programs based on the employment needs and mission of the agency. Deploying metric based solutions and maximizing our ROI. Proven success as an innovative and energetic team player, relationship builder, and highly effective communicator.

(2nd Element: List of skills directly related to the position and the Key Words you identified - Back up your skill summary with specific examples from you career or education. Identify specific accomplishments, length of time, highlight numerical results and awards derived from those duties and skills. This is the most critical area of the resume. You are relating an activity in your career to that of the position you are applying and showcasing your accomplishments.)

- Developed and created a Strategic Workforce Planning program to ensure were accurately utilizing all available resources. **Good Example**
- Assisted managers and staff as a Diversity Mgt. and Employee Relations subject matter expert in identifying and solving EEO Policy questions on Accommodations, for the past 9 yrs. **Better Example**

- Trained a staff of 100+ internal and external personnel on diversity rules and regulations leading to a 70% reduction in violations and improved the overall atmosphere at ABC Co. **Best Example**

(3^d Element: Acquired skills - These are skills you want every employer to know you possess and feel they are what defines you as a model employee. Remember you MUST quantify and qualify every statement you make.)

- Analyzed, developed, tested and incorporated IT business solutions to enhance business process control and tracking. **Good Example**
- Supervised, motivated, mentored, and lead by example, using experience backed judgment, strong work ethic, and integrity, derived from 12yrs as a Department Manager at ABC Co. **Better Example**
- Developed and implemented a supply inventory program that provided management detailed reports of available inventory at all times, allowing for more informed purchasing decisions. Resulted in ABC Co. saving \$500K per year. **Best Example**

EMPLOYMENT HISTORY

Name of Employer 1 Position & Title
Dates of Employment (day, month, year)
WG/GS level or Salary

(This section should be identical to skill summary. Write up a brief description of duties, and identify your major roles and responsibilities. Describe in detail each position you held for at least the last 10 years [copy and paste for each unique employer] and use numbers to improve each statement. Use language of your job – voltages and tools used, software/programs used, regulations followed, etc.).

TIP: Describe each duty like you are teaching it to someone for the first time. We are not allowed to assume you can or can't do anything.

Ex: Cashier: A cashier can perform numerous duties, if you only list cashier we can only interpret that as someone we collected and distributed money).

Tip: The words “some, all, many, few” have no meaning. Replace with approximate numbers to improve your resume

As Diversity Manager I analyzed, developed, and managed programs and projects related to the successful deployment of the department's initiatives. My duties included ensuring we provided an inclusive work environment, free from discrimination and ensuring we met all federal and state regulations. This was accomplished by collecting, analyzing human capitol data and statistics from various sources to get an accurate analysis of the programs and work environment we provided our employees.

- Performed labor market Statistical analysis and employment projections locally and nationally to determine our recruitment strategy to ensure we were recruiting from a diverse population. **Good Example**
- Coordinated with our OHR and EEO managers to develop programs to improve our diversity in the workplace. We performed detailed analysis of the current workforce, and developed a strategy to ensure we targeted a broader workforce. This had an immediate impact on our community relations and a 20% increase in local sales. **Better Example**
- Diversity manager for the past 7 yrs I was responsible for a staff of 20 employees. I coordinated with our OHR to develop and measure our recruiting efficiency, to determine our cost per employee hired and accurate ROI. We identified various key elements related to recruiting and performed a statistical analysis on how we could reduce our cost per hire. This led to a yearly savings of 15% on our recruiting expenses. **Best Example – Quantified and Qualified**

Name of Employer 2 Position & Title
Dates of Employment (day, month, year)
WG/GS level or Salary

(Repeat as needed for the past 10 years of work history)

ADDITIONAL ACCOMPLISHMENTS

(This is anything over and above the skills accomplishments in your bullets above.)

- 2011 Supervised and developed the Specialty Hiring Program Non-Competitive Direct Hiring program at HHS and the OPDIVs
- 2008 Liaised with union and management on contract negotiations and labor dispute settlements with global manufacturer. Avoiding the loss of 200+ jobs and saving the company 1.3 million dollars.
- 2006 The Minority Entrepreneur Network - Assisted 5 minority startup companies in researching, forecasting, and drafting their business plans and applications for SBL's and Angel investing.
- 2005 Restructured vendor contracts for a gross savings resulting in \$375K.per quarter.

COMPUTER SOFTWARE (if applicable)

(List all software and applications you are experienced in and at what level. Please indicate any formal training and where you received that training)

ADDITIONAL TRAINING (if applicable)

(List any RELEVANT formal or informal training including accreditations and amount of hours in the specific field)

- I have attended various seminars on EEO compliance and diversity **Good Example**
- Extensive EEO Compliance Training: Laws & Discrimination, Diversity in the Workplace, Workplace Relationships, EEO Complaints and Resolutions: (80+ hrs of training) **Better Example**
- Extensive Project Management Training specializing in large scale projects and developing the project plans and schedule. All training was done at PMI Institute 2002 thru 2011 (120 hrs) **Best Example**

EDUCATION (Highest Level Completed – High School/GED, Trade School, Associates, etc)

MBA - Business Management, University, city, state: year graduated and (GPA 3.93)

BA - Business Management, University, city, state: year graduated and (GPA 3.87)

*Graduated Cum laude

*Dean's List: (5 times)

CERTIFICATIONS & LICENSES (RELEVANT TO THE POSITION)

Universal EPA Certification – Certifying Authority, city, state: year obtained, year expires

Class “A” Driver’s License – Certifying Authority, city, state: year obtained, year expires

HONORS AND AWARDS (if applicable)

(Any relevant formal awards you would like to share)

VOLUNTEER WORK & COMMUNITY INVOLVEMENT (if relevant/applicable)

(Depending on the type of work volunteering can count the same as formal on the job experience if related to the position)

(2010 - current) I hold 6 Diversity workshops monthly at the ABC community center in San Diego, CA. I provide employers with information on developing an inclusive and diverse workforce with 98% positive feedback rates.

PROFESSIONAL ASSOCIATIONS (if applicable)

AAPD - American Association of Peoples with Disabilities

HAVA - Honored American Veterans Afield

NRA - National Rehabilitation Association

PMI - Project Management Institute

Wounded Warriors Project - Warriors to Work

REFERENCES: *(List at least 3 reference including their contact information)*