
Personnel Specialist Resume

Job Objective

To expand experience in the field and help better the company as a whole by using my years of experience and attained skills as Personnel Specialist.

Highlights of Qualifications:

- Hands on experience in managing work in a military and government environment as Personnel specialist
 - Huge knowledge of office equipments
 - Sound knowledge of developing all communications
 - Immense ability to obtain post driving privileges
 - Exceptional ability to work according to drafted schedule
 - Amazing Microsoft applications skills
 - Skilled to obtain secret security clearance
 - Proficient in maintaining personnel records.
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Professional Experience:

Personnel Specialist

ITT Defense Electronics and Services, Fredericksburg, VA

May 2006 – Present

- Administered automated systems and analyzed effects.
- Evaluated all personnel document and determined pay and processed disbursing documents.
- Monitored and verified all pay changes to basic pay related allowances and calculated all deductions as required.
- Performed review for various documents for naval members and maintained promotion records.
- Managed service records and made required addition and deletions on same and ensured compliance to all regulations.
- Ensured optimal level of customer services in military pay and maintained related communication.
- Maintained professional relationship with customers and employees.

Personnel Specialist

Alutiq, LLC, Fredericksburg, VA

March 2003 – April 2006

- Provided support to human resource department and maintained human resource information systems.
 - Coordinated with departments and provided support to various procedures for employee department.
 - Managed client requests and ensured timely completion.
 - Developed and prepared various quarterly and monthly reports for employment department.
 - Maintained confidentiality of all personnel information.
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Education:

High School Diploma

Alps View High School, Weaverville, CA

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