

ADAM LANE, M.B.A., P.M.P.

HUMAN RESOURCES SPECIALIST

PERSONNEL MANAGEMENT | TEAM LEADERSHIP | PROGRAM DEVELOPMENT

Combine 18+ years of managerial and human resources (HR) experience with a Master of Business Administration and certification as a Project Management Professional.

- **PROVEN LEADER** able to strategically coordinate complex HR operations and expertly balance and prioritize multiple responsibilities. Develop and mentor a cohesive, results-oriented team.
- **INFLUENTIAL PRESENTER** adept at conducting staff training programs and establishing strategic workflows. Resolve cross-functional issues while improving employee retention and satisfaction.

KEY COMPETENCIES

- Employee Relations
- HR Administration
- Team Building & Training
- Performance Appraisals
- Policy Development
- Staffing & Scheduling

PROFESSIONAL EXPERIENCE

UNITED STATES ARMY; various domestic and international locations

1992 – Present

PERSONNEL MANAGER (2008 – Present)

Manage organization-wide human resources for 28 departments with 486 employees, including administering programs, performance appraisals, and training. Mentor staff regarding professional development, assignments, and promotions. Interpret policies/procedures and advise on employee relations issues.

- **Improve staff productivity** by creating a positive work environment with strong internal communication.
- **Enhance team motivation and morale** by overseeing high-profile recognition and awards programs.
- **Maintain 100% accident-free status** by enforcing all safety regulations and focusing on risk reduction.

TECHNICAL ADVISOR, INFORMATION OPERATIONS (2006 – 2008)

Oversaw the logistical and administrative actions for 47 employees. Provided recommendations regarding the planning, preparation, employment, and impact of information operations within the division.

- **Coordinated an in-depth equal opportunity training program for all managers.**
- **Produced a high volume of intelligence summaries and reports to aid in strategic planning.**

OPERATIONS & TRAINING SUPERVISOR (2004 – 2006)

Administered professional training, operations, and support for 800+ soldiers and 54 civilians. Planned and coordinated all aspects of the safe departure and return of 2,500+ personnel during winter leave.

- **Directed the first annual off-site guidance and training session for 35 senior managers.**

PERSONNEL MANAGER (2000 – 2004)

Led organization consisting of 12 senior instructors and 1,200 students. Established a special population physical training program, resulting in 100% passing scores on the Army Physical Fitness Test (APFT).

- **Maintained high standards of operations and quality** while managing 30% initial personnel turnover.

PRIOR EXPERIENCE: First Sgt.; Platoon Sgt.; Squad Leader; Operations Supervisor; Drill Sgt.; Team Leader

EDUCATION & CERTIFICATION

Master of Business Administration; 2002
Bachelor of Science in Human Resources; 2000
TROY STATE UNIVERSITY; Troy, AL

Project Management Professional Certification; 2000
Project Management Institute

Adam was transitioning out of the military and looking for his first non-military position. He had held diverse roles within the army, but decided he would like to focus on HR in the corporate world. However, he had no preference as to in what capacity or with what size of company. In order to be effective, I crafted the resume to highlight skills and experience that would be beneficial to positions ranging from an HR Generalist at a small company to an HR Operations Specialist at a national company.

He also had education and certifications to leverage. Of course an M.B.A. would be helpful in achieving his desired goal; however, I decided to also emphasize his project management certification. This strategy helped differentiate him from other candidates and showcase his diverse abilities.

Adam ended up taking a position as an HR Director at a local company that allowed him to remain in his hometown.