

NAME: SMITH, JOHNNY DAVID
RANK: Staff Sergeant
SSN: 123-45-6789

ADDRESS: 125 Oak Street
Starke, Florida 32805
Telephone Number: 803-555-1212
email: Johnny.d.smith@us.army.mil

UNIT: HHC, 385th AV BN
Camp Blanding, FL 32800
DSN: 738-8888
email: hhc.385av@us.army.mil

OBJECTIVE: To obtain an appointment as a Warrant Officer, MOS 420A, Human Resources Technician, in the Florida Army National Guard.

CIVILIAN EDUCATION: Bachelor of Arts, Human Resource Management, University of Maryland, **Dean's List**, College Park, MD; Associate of Arts, Lansing Community College, Lansing, MI; Diploma, Kentwood High School, Grand Rapids, MI

MILITARY EDUCATION:

12 JAN 04 – 11 APR 04
BNCOC
US Army Soldier Support Center
Ft. Jackson, SC

Distinguished Honor Graduate. Trained on peace time and war time skills to include: Advanced Skills in Battalion S1 Administration, Personnel Office Computations, Officer Records Brief, MOS Classification/Reclassification, Enlisted Promotions, Proper Utilization, Strength Accounting, Personnel Asset Inventory, EDAS, Separations, Awards, Casualty Reporting, NCOER/OER, Leave/Pass, Personnel Accountability, R5, SPO, and Theatre Gateway Operations; DTAS, and DIHRMS. Leader tasks at the platoon level, marksmanship, and war fighting skills.

1 APR 04 – 20 APR 04
Postal Supervisor Course
US Army Soldier Support Center
Ft. Jackson, SC

Course focused on management and supervisory skills required to perform duties as a Postal Supervisor. Tasks included Identification of Military Postal Service Responsibilities, Assume Responsibilities for Postal Operations, Custodian of Postal Effects, Program an Integrated Retail Terminal, Contingency Postal Operations, Postal Incidents, Inspect a Military Post Office , Automated Military Postal System (AMPS), Registered and Certified Mail, Postal Finance Operations, as well as Wartime Postal

6 AUG 01 – 1 SEP 01

PLDC

NCO Academy

Camp Ashland, NE

1 FEB 97 – 12 MAR 97

Personnel Management Specialist

US Army Soldier Support Center

Fort Jackson, SC

MILITARY EXPERIENCE:

1 MAY 05 – Present

Assistant PSNCO

HHC, 385th AV BN

Camp Blanding, FL

1 MAY 04 – 30 APR 05

Personnel/Postal Sergeant

363rd PSB

Camp Victory, Iraq

16 APR 02 – 30 APR 04

Records NCO

HHC, 1225 Support Battalion

Camp Blanding, FL

Operations.

Commandant's List. Course focused on leadership at the squad level; battle tasks and drills, maneuver, drill and ceremony, mentoring and counseling, Army Values, and military history. Held squad leader and platoon leader positions during the course.

Awarded Post CSM Coin for 300 APFT.

Initial MOS producing course focused on the basic skills of personnel management in an S1 environment. Tasks included processing awards, personnel actions, leave/passes, updating DA 2-1s, in and out processing of Soldiers, and non-judicial punishment personnel actions.

Responsible for the daily operations of the Battalion S1. Actions include OER/NCOER processing, Awards, MOS reclassification actions, promotion, and discharge actions. Supervised five Soldiers. Additional duty as the State DIHRMS trainer and member of National DIHRMS Integration Team.

Awarded **ARCOM** for performance in postal operations. Responsible for mail distribution, casualty mail, and finance operations for approximately 2,000 Soldiers in area of operations. Used DTAS to identify location of Soldiers as necessary. Supervised and trained five Soldiers throughout deployment.

State NCO of the Year 2003. Responsible for the maintenance of 900 official military personnel records. NCOIC of the mobilization team for all units within the command. Supervised four Soldiers in the PSB. Assisted in the conversion of all hard copy records to iPERMS.

15 APR 99 – 15 APR 02
Records Clerk
263rd PSB
Lansing, MI

Battalion Soldier of the Year 2001.
Responsible for maintaining 400 official military personnel records, to include updating SIDPERs, filing, processing discharge packets, gains and transfer actions. Additional duty Unit Postal Clerk.

CIVILIAN EXPERIENCE PERTINENT TO MOS 420A:

10 JUN 98 – 1 FEB 99
Secretary
Kelly Temporary Services
Grand Rapids, MI

Typed correspondence, performed filing, answered telephones, distributed mail, interacted with customers, prepared slide briefings. Completed Word Processing and Database Management Courses.

SUMMARY:

I believe I have the experience, skills, technical expertise, and leadership experience to serve as a 420A Human Resources Technician Warrant Officer. Over the past eight years, I have attended numerous leadership and personnel courses. I deployed to Iraq as the NCOIC of a Postal Team, was selected to serve on a National DIHRMS Integration Team, and currently serve as the Primary State DIHRMS trainer. I earned a Bachelor Degree in Human Resource Management. My efforts have been rewarded as evidenced by the superior ratings I received at PLDC and BNCOC, selection as State NCO of the Year, and recognized as a personnel expert throughout the State.

These experiences and training, coupled with my motivation, dedication, strong work ethic, constant pursuit of self-improvement, technical expertise, and professionalism make me a prime candidate for selection as a 420A, Human Resource Technician. I welcome the opportunity to serve as a proud member of the U.S. Army Warrant Officer Corps.

SIGNATURE & DATE

SAMPLE AVIATION APPLICANT SUMMARY:

I have a strong desire and passion to become a member of the Warrant Officer Corps as an aviator. My love of aviation began as a young boy and has continued throughout the years as I earned my private pilot license at age 16, volunteered at local aviation events, and enlisted into the Army National Guard as a UH-60 repairer. I am highly dedicated, focused, think outside the box to complete the mission, and accept nothing less than excellence in all I do. I have natural leadership ability and would make an excellent addition to the aviation community and the Warrant Officer Corps. I welcome the opportunity to become a member of the aviation community and the U.S. Army Warrant Officer Corps.