



Alonzo Ramirez

Address

City, State Zip

Home: (###) ###-####

Cell: (###) ###-####

email: sample.email@noemail.gov

SSN: 111-xx-xxxx

Federal Employment Status: N/A

Veteran's Status: Honorably Discharged, US Navy 2005-2011

United States Citizen

OBJECTIVE

TARGET FEDERAL JOB: Program Specialist, GS-0301

EDUCATION

BA, Business Administration, Ashford University, Clinton, IA; December 2010. Relevant Courses: Personal and Organizational Ethics, Group Behavior in Organizations, Management for Organizations, Business Law; Awards and Honors: Magna Cum Laude, Salute Honor Society, Golden Key Honor Society.

Completed 23 credits, Baltimore Community College, Baltimore, MD; May 2004. Relevant courses: Personal Finance, College Success, Computer Literacy, English, Communication.

TRAINING

NCO Leadership Course, 24 hours, Norfolk, VA 2007

Equal Employment Opportunity Training, 12 hours, Norfolk, VA 2008

Project Managers Course, 10 hours, Dam Neck, VA 2006

EMPLOYMENT EXPERIENCE

Hobson Law Associates, 01/2011 to present, 40 hours per week, ADMINISTRATIVE ASSISTANT, \$32,000 annually. Hobson Law Associates, Baltimore, MD. Supervisor: Robert Lawyer, 410-222-2222. Permission to contact: yes.

Responsibilities

OFFICE MANAGEMENT: Coordinate all meetings between partners, legal aides, and outside stakeholders using scheduling assistant and MS Outlook.

Correspond with over 30 clients on a weekly basis via phone, email, and walk-in.

Order all office supplies and materials for over 300 employees using a \$5000 monthly budget.

Implemented an external survey system to track clients' satisfaction surveys and questionnaires, providing the firm with a reliable resource for feedback.

SUPERVISION and TRAINING: Direct the law firm's internship program.

Supervise 10 interns semi-annually, totaling 37 interns.

Train all interns on internal policies, equal employment, harassment in the workplace, and benefits.

Track and evaluate all internship program initiatives.

Correspond with local colleges and universities to recruit, interview, and hire summer and winter

program interns.

HONORS: Honored by firm's partners for implementation of satisfaction survey program.

US NAVY, 01/2005 to 12/2010, 40+ hours per week, PROJECT MANAGER/PERSONNEL SUPERVISOR, FC2/E5, \$42,000 annually + health and education benefits. Norfolk Naval Station, USS Gonzalez, Norfolk, VA. Supervisor: Jason Hamilton, 757-999-0001. Permission to contact: Yes.

Responsibilities

PROJECT MANAGEMENT: Led a team of 13 maintenance men in daily, weekly, monthly and annual maintenance of SPY Rader system.

Maintained over \$4,000,000 worth of equipment for optimal combat and operation readiness.

Built and maintained strong relationships with civilian contract maintenance personnel to assist in the readiness of the equipment.

Collaborated with 16 other Project Managers weekly to build most effective maintenance program in Destroyer Squadron.

Passed bi-annual maintenance inspection with a score of 97%, which was the second highest score in the command, and highest in the department.

Ordered all parts and equipment for routine and emergency equipment repairs.

TRAINING and SUPERVISION: Acted as assistant Leading Petty Officer for a division of 22 personnel.

Evaluated and coached junior personnel for combat readiness and naval heritage matters.

Trained maintenance personnel weekly on maintenance regulations and updates.

Drove divisional production and results to an all-time high at a time of high personnel turnover, and high command operations.

Collaborated with training manager to create a vigorous anti-terrorism training plan, leading to 94 personal training qualifications.

ACCOMPLISHMENTS: Seven personnel under my supervision were promoted in a 2 year span.

Led maintenance division to 3 certifications and numerous recognitions.

Held Secret Clearance.

Subordinates had a 92% retention during 3 year period.

HONORS AND AWARDS: Received two Navy/Marine Corps Achievement Medals while with the command for excellence.

Personally lauded by Commanding Officer for maintenance management during critical operations.

Promoted twice within 2 year period.

HONORS AND RECOGNITIONS

Junior Sailor of the Quarter (JSOQ), 2009, Navy Marine Corps Achievement Medal (2), Navy "Battle E" Award, Navy Good Conduct Medal (2), Global War on Terrorism (2).

VOLUNTEER SERVICES

Baltimore County humane society, VOLUNTEER, Baltimore, MD, 2011-present.

SKILLS

Customer Service and Communication
Organization and Administration
Training and Supervision
MS Office Suite
Personnel Management
Interviewing, Hiring and Evaluation
Office Management
Coaching and Mentoring