# ROBERT SMITH

## Associate Personnel Coordinator

**info@qwikresume.com | https://Qwikresume.com**

To obtain a position that will enable me to use my strong organizational and customer service skills, and the ability to work well with other people.

**OCTOBER 2002 – JANUARY 2016**

### ASSOCIATE PERSONNEL COORDINATOR - ABC CORPORATION

- Follows applicable laws and regulations for handling Associates personnel files and other sensitive and confidential files.
- Advises associates on personnel policies and procedures when asked to do so.
- Screen applicants, handles benefits and payroll, and completes personnel file audits and performance evaluations in a timely manner.
- Reports personnel-related issues, personnel requirements that have not been met, and discrepancies in payroll.
- Shows care and concern when serving customers/members.
- Asks questions in order to understand customers/members needs.
- Uses policies and information in order to exceed customers/members expectations.

**1997 – 2002**

### PERSONNEL COORDINATOR - MANTECH INTERNATIONAL SSIL

- Responsible for updating and generating weekly activity and personnel tracking reports as contract deliverables to the US Armys Tank and Automotive Command.
- Recruit and interview potential new hires, ensuring they meet requirements set forth by the contract they are being considered for.
- Coordinate and implement new hire process for civilian laborers to deploy to Southwest Asia to work on the mission critical maintenance contract for the US Army in support of Operation Enduring Freedom and Operation Iraqi Freedom.
- Communicate with Human Resource and Security departments to initiate offer letters and security clearance investigations, respectively.
- Provide invaluable customer service to candidates going through the extensive hiring process, simultaneously, while obtaining all requirements for deployment readiness.
- Solely accountable to ensure all new hires are not only medically fit to deploy, but are also cleared by the US government.
- Received several Performance Recognition Awards for diligent dedication to the personnel and mission of the Technical Services Group division of ManTech International..

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## EDUCATION

High school or equivalent - (Eutaw High School)

## SKILLS

Moderate experience with Word,Moderate experience with.