

Coby C. Turner

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Active Top Secret/SCI Security Clearance

SENIOR ADVISOR | HUMAN RESOURCES MANAGEMENT (HR) | ADMINISTRATIVE SUPPORT SECURITY SPECIALIST | CUSTOMER SERVICE/EXECUTIVE ASSISTANT

Executive level transformational leader known for ability to get results with over 25 years of military experience. Expert in workplace performance, leadership effectiveness and coaching, and problem solving. Exceptional performer in Program Management, executive assistant (EA), Security Specialist and direct support to senior leadership to include senior government executives. Provides critical Human Resource (HR) management in the areas of workforce planning, employee engagement, employee relations, and conflict resolution. Provides guidance, counseling and mentorship to various leaders and peers alike, in challenging and stressful environments, ensuring unit cohesiveness and effective team building. Possesses a comprehensive background in Operations Management, Executive-Level Support, Office Management, and Finance. Keen attention to detail and able to increase productivity through training/development, aligning teams with organization objectives, as well as talent management.

- Finance | Budgeting
- Operational Analysis
- Project Management
- Security Programs
- Expert Microsoft Office Suite
- Strategic Planning
- Recognition Programs
- Personnel Security
- Developing and Administering Training
- Implementing Policy and Procedures
- Grievance Handling
- Information Security

OVERVIEW OF EXPERTISE

Bachelor of Science (B.S.) | Organizational Leadership (AD with Honors) | University of Charleston WV | 2023
Associates in Arts (A.A.) | Liberal Arts | Saint Leo University | 2006

PROFESSIONAL EXPERIENCE

Senior Enlisted Leader/Executive Assistant (EA)/Office Manager/Security Manager Oct 2021 - Present Office of the Chairman of the Joint Chiefs of Staff Public Affairs, Arlington, VA Pentagon

Leads 2 personnel in providing exceptional customer support to 250+ military personnel while utilizing time management skills to direct the flow of complex, actionable items, and priorities. Senior Enlisted Leader for 250+ military personnel.

- Manages the day-to-day planning for top Military Official Press Secretary within the Joint Staff, Pentagon.
- As the Joint Staff Public Affairs Office Manager, interfaces, corresponds and coordinates with accredited media sources (NY Times, Washington Post, NY Post, etc.) and the Pentagon Press Corps (CNN, ABC, NBC, CBS, Fox News, etc.).
- Manages the tracking and completion of all correspondence, evaluation reports, pay/entitlements, and travel documents while keeping senior personnel aware through accurate tracking mechanisms.
- Manages the office security program to include the building and accreditation of a Sensitive Compartmented Information Facility (SCIF), installation of classified computer and video systems, inventories, and program indoctrinations.
- Advises senior leadership on all personnel situations and endeavors. Command Senior Enlisted Leader and Family Advocacy Representative that specializes in conflict resolution and mitigation.
- Briefs senior leaders on executive-level actions and provides recommendations on courses of action.
- Develops/implements policy and procedures to direct the operation of the Navy Element.
- Develops/implements training for administrative and security 200+ military personnel within the Pentagon and National Capital Region. Leads a team of 10 personnel.
- Manages travel budget and supply budget and plans official travel in support of the Chairman of the Joint Chiefs of Staff.

**Senior Enlisted Leader/EA/Departmental Lead
USS TRIPOLI, Naval Base San Diego, CA**

April 2017 – Oct 2021

Managed administrative, HR, training administration, career counselor, command climate and support efforts to promote the overall welfare, professional development and well-being of employees consisting of a crew of 1,300 personnel

- Led a 26-person administrative and protocol team in administration/pay issues, policy training, career guidance, command climate surveys, conflict resolution, and executive command engagements, Sailor of the Year Program, Military Service Recognition Programs and Retirement Ceremonies.
- Led a base-wide training team that increased Sailor organizational knowledge and Navy-Wide Advancement Exam scores by 75%.
- Developed and led a Command task force of 12 diverse Sailors designed to identify and address social and day-to-day issues throughout the command with a means to immediate resolution.

Administration Department Leading Chief Petty Officer

Jun 2014 – April 2017

Office of the Secretary of the Navy (Ray Mabus), Pentagon, Arlington, VA

Provided exceptional leadership and personnel administrative support to Commanders, Sailors, Marines, and family members by ensuring military personnel records and pay accounts are accurate and properly maintained ensuring personnel are administratively ready for worldwide deployment with operating forces.

- Oversaw and supervised a 15-person team on daily administrative operations in support of the Department of the Navy objectives.
- Prepared, tracked, and processed more than 3,000 documents to include, All Navy correspondence, nominations, and directives in support of the Office of the Secretary of Defense and the Department of the Navy.
- Oversaw a travel budget of \$720k, ensuring the Secretary of the Navy and his 19 member staff successfully, executed 20 international trips in support of DoD Objectives.

TRAINING & CERTIFICATIONS

- Office Manager of Administrative Services Apprenticeship | Department of Labor
- Computer Peripheral Operator Apprenticeship | Department of Labor
- DoD Financial Defense Travel Administrator | Debt Management Monitor
- Senior Enlisted Academy | Department of the Navy
- Principles and Issues Management | Saint Leo University
- Leadership Communication | Saint Leo University
- Developing Teams | University of Charleston WV
- Organizational Development and change | University of Charleston WV
- Human Resource Development | University of Charleston WV

REFERENCES

Available upon request