

MICHAEL A. GUILLEN, MHRM

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Retired military with 20 years of professional experience in Human Resources and Career Development. Talent for quickly mastering proprietary technology and company policies and procedures. Accustomed to handling sensitive, confidential internal and external records. Flexible with different communication styles to create successful teams. Versatile and poised to maintain the role of a natural and actual team leader. Encouraging and inspiring for teammates and subordinates alike. Works well under pressure to meet strict deadlines. Self-starter, self-motivator and self-managed; overall, well acclimated to staying productive in a remote position.

EXPERIENCE

JULY 2022 – PRESENT

HUMAN RESOURCES SPECIALIST, KOLME GROUP, LLC

- Establish company policies and procedures.
- Create employee handbook and all HR related forms.
- Create job descriptions, task lists, instruction manuals, workflow documents and job postings.
- Interview, hire, discipline and career advancement counseling with staff.
- Examine employee performance, conduct performance reviews and regulate salary changes.
- Talent acquisition: Screening, interviewing and hiring military interns and full time employees.
- Analyze needs for new positions to accommodate growth.
- Create and organize in-depth training program for new and existing employees.
- Payroll, bonus calculation, analysis and processing.
- Develop a comprehensive employment package to obtain exceptional talent for the firm.

NOVEMBER 2015 – JANUARY 2023

CAREER COUNSELOR – NCC (SECRET CLEARANCE), U. S. NAVY

- Mentored, trained and supervised a team of 21 in providing customer service to 2,900 Reservists at the largest Reserve Center in the Navy. Duties include talent acquisition, pay, bonuses, benefits, record keeping, recruitment and administrative requirements.
- Provided career development to 90 staff personnel which increased retention by 20 percent.
- Communicates directly to Executive leadership on the day-to-day operations of staff.
- Provided over 400 hours of training in Retirements and Separations, Sponsorship, Higher Education, Tuition Assistance, Financial Assistance, and Navy Credentialing Opportunities On-Line (COOL).

OCTOBER 2002 – NOVEMBER 2015

SUBMARINE SONAR SUPERVISOR – STS (TS/SCI CLEARANCE), U.S. NAVY

- Senior Watch Supervisor, provided supervisory guidance to a team of six in the operation and maintenance of Sonar Systems equipment on four Fast Attack and Trident Submarines.
- Qualified in Quality Assurance/SUBSAFE inspector, Soldering and OSHA/EPA regulations.
- 2015 Finalist for Career Counselor of the Year for U. S. Pacific Fleet.

EDUCATION

MASTERS OF HRM (SPECIALIZATION IN FINANCE)

MARCH 2021

COLORADO STATE UNIVERSITY GLOBAL

BACHELORS OF SCIENCE HUMAN RESOURCE MANAGEMENT

DECEMBER 2017

COLORADO STATE UNIVERSITY GLOBAL

SKILLS

- Training and Development
- Business Analysis
- Performance Management
- Equal Opportunity
- Microsoft Office
- Leadership
- Time Management
- Compensation and Benefits
- Problem Solving and Decision Making
- Business Planning
- Project Management
- Recruitment
- Customer Service
- Employee Relations