

Carmen Michele Vest

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Citizenship: US

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17564 Victoria Falls Drive

Dumfries, VA 22025

Veteran Preference: 50% Schedule A

VRA

Summary of Qualifications: Executive Assistant and HR Assistant in Federal Government, Family and Development Services, Recreation, Construction, Restoration, Law Enforcement, and the United States Air Force. Possess excellent interpersonal skills in building relationships. Able to get tasks completed in a precise and timely fashion to improve the proficiency of any team.

Work Experience:**Human Resources Assistant, GS-0203-7 step 1****08/21 - Present**

US Army Civilian Human Resources Agency
5800 Putnam Road
Fort Belvoir, VA 22060

S: Tomia Harp
P: 703.704.3024 40
hrs./w, \$53,105 yr

Duties: Serves as an assistant to Human Resources Specialists working in a Civilian Personnel Advisory Center (CPAC). Provides recruitment and placement support services to HR Specialists. Apply basic civilian human resources regulations, policies, and guidance to complete duties, assisting throughout the recruitment lifecycle. Conduct pre-screening interviews. Maintenance of classified inventory. Process request for access to classified information. Responds to customer inquiries on such matters as procedures for filing applications, status of recruitment announcements, kinds of vacancies in the organization serviced and hiring procedures and announcements. Use personnel computer, word processing and/or other office automation equipment and various software programs to create, copy, edit, store, retrieve and print a variety of documents. Established priorities, schedules, and invitations to meetings. Conducted in processing briefing for new employees. Utilize various government applications to complete pre-employment tasks. Conduct research on routine human resources situations.

Human Resources Coordinator/Administrative Assistant II 05/15 – 09/20

International Association of Chiefs of Police
44 Canal Center Plaza
Alexandria, VA 22314

S: Regina Ogunsuyi
P: 703.836.6767
40 hrs./w, \$ 47, 694/yr

Duties: Arranged and coordinated meetings and activities in support of Director. **Displayed proficiency in SharePoint, Concur, Nimble/Salesforce, Drupal, Google meetings, and DocuSign.** Maintained a wide variety of files and records (e.g., manual/computer, confidential/non-confidential) (e.g. budget, purchase orders, payroll, etc.) to provide documentation in accordance with administrative and legal requirements. Monitored assigned departmental activities and/or program components (e.g., payroll, travel arrangements and reimbursements, meetings, and events, etc.) to ensure goals. Prepared a wide variety of written materials (e.g., Board Summaries, reports, memos, letters, financial information, minutes, etc.) Processed a wide variety of documents and materials (e.g., payroll adjustments, leave slips, employment verifications, course reimbursement, budget adjustments, etc.) Researched a wide variety of topics (e.g., policies and procedures) to provide information for proposals, presentations, and summaries. Responded to a wide variety of inquiries from internal and external parties to provide information, facilitate communication and provide direction. Scheduled meetings and appointments.

Move Coordinator**10/15 – 12/17**

Interstate Moving & Logistics
5801 Rolling Rd

S: Casey Woods
P: 800.745.6683

Springfield, VA 22152

40 hrs./w, \$ 45, 201/yr

Duties: Recorded all correspondence via phone, text, and/or email in Interstate Management System (IMIS) Updated survey, pre-approvals, delivery addressed and dates in DPS in a timely and accurate manner. Monitored distress shipments and provide customer updates for late shipments. Achieved 95% of predetermined customer touchpoints throughout the service delivery phase. **Achieved a minimum of 5 military CSS surveys per week above the company designated minimum score threshold.** Worked professionally as a team player exhibiting timely, professional, and proactive customer service skills. **Comprehended DP3 Business Rules, DTR, it is Your Move regulations Acclimated** to different software applications, i.e., **IMIS, Easy DPS, DPS, Avaya Call Center Software** Exhibited and practiced courteous, timely, and professional communication through all customer (external and internal) interactions by phone, written, or in person encounters. Worked with contractors during docking periods to ensure the integrity of system shutdowns were being monitored, and application and safety measures were in place with less than **5% injury occurrence overall.**

Office Manager/HR Assistant (Non-Profit)

Boys & Girls Club of Greater Washington
3265 S Street NW
Washington, DC 20007

05/12 – 12/13

S: Bob Stowers
P: 202.462.1317
40 hrs/w \$45,000/yr

Duties: Supervised and maintained accurate accountability and attendance for Summer Youth Employment Program (SYEP) workers. Established and maintained a database of members, volunteers, and donors. Prepared forms, flyers, calendars, banners, newsletters for mass mailings to members, donors, board members and management. Conducted **benefit enrollment for new employees; verified I-9 documentation.** Performed payroll benefit related reconciliations to general ledger. Assisted with **recruitment and interview process.** Completed **new hire/volunteer paperwork and orientation.** Generated database reports, query responses as directed, and donor acknowledgements.

Office Manager/Financial Assistant (Non-Profit)

Offender Aid & Restoration
1400 N Uhle Street
Arlington, VA 22207

10/09 – 02/12

S: Elizabeth Jones-Valderama
P: 703.228.7030
40 hrs/w 42,000/yr

Duties: Handled all HR responsibilities including bi-weekly Payroll; Utilized QuickBooks and performed Accounts Receivable and Accounts Payable duties daily. Responsible for processing all timesheets, IT service needs and ordered supplies. Provided research for products and services and product development. Ensured professional office appearance was maintained; reviewed administrative procedures and development of systems to assure compliance by all staff. Conducted cost analysis to ensure best rate and cost-saving. Maintained inventory for office supplies, computer software and master calendar. Maintained and updated database as needed. Assisted in preparation of materials for the board of directors. Lead person in providing support of mailings or coordinating bulk mailing processes.

EDUCATION:**Basic Staffing Training****Certification received 2023**

NVCC, (Online)

Medical Billing and Coding Specialist Certification – Received 3-15-2021

Southern New Hampshire University, (Online)

Bachelor of Science in Business Administration/concentration Human Resources (Present)- Anticipated graduation 12/2024

Fairfax County Public Schools Adult Community Education - HR Management Certification

United States Air Force Community College

Skill Path & LinkedIn Training Certification

ASSOCIATIONS:

International Association of Chiefs of Police (05/2019 – 05/2021)

United States Air Force Supply Logistics Craftsman (03/2000 – 04/2005)

Young Highway Task Force (12/2020 – Present)