

Gary R. Harn

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Secret Clearance/NACLC

EXECUTIVE SUMMARY

Organized Leader Managing a Broad Spectrum of Administrative skills, proven experience as an executive assistant specializing in administrative management, team leadership, and administration development. Exceptionally skilled at building and maintaining professional relationships with public and private sector partners. Sets priorities & adjusts as necessary to accommodate demanding schedules or crucial deadlines. Proven facilitator of positive organizational change; highly adept at developing and implementing strategic action plans to maximize efficiencies, enhance productivity, and promote information sharing and flow.

SPECIALIZED SKILLS; International Liaison, Adaptability, Microsoft Office Programs, Team Leadership & Management, Results Driven, Scheduling & Calendar Management, Time Management, Organizational Competence, Technical Writing & Editing, Accountable, Impeccable Integrity, Problem Solving, Process Improvement, Reliable and Resilient.

PROFESSIONAL EXPERIENCE

Jan 2022 – Present – Human Resources Officer; *Bureau of Medicine and Surgery, Falls Church, VA*

Supports all aspects of administrative support to Navy Medicine, which provides well-trained medical experts, operating as high performance teams to project medical power in support US Navy missions.

Executive Management: Directs office functions to ensure the orderly, responsive, and coordinated flow of policy and program decisions. Intuitively translates incoming requests to direct resources to mission accomplishment. Sets and adjusts short-term priorities. Delegates work to employees based on organization priorities and employee competence.

- Innovative Leader: Implemented tracking systems to maintain all aspects of personnel resources. Led his team in transitioning to Salesforce; coordinating with 7 geographically separated officers. Continuously trains multiple administrators on implementing new digital online programs.

Executive Support: Expert in formatting, proofreading, and editing professional correspondence and other documents to ensure clarity, accuracy, grammar, and conformance with governing policies.

- Computer Skills: Expert in Microsoft products and Salesforce.

Jul 2018 – Dec 2021 – Human Resources Officer; *Helicopter Sea Combat Squadron Two Five, Andersen Air Force Base, Guam*

Human Resources Officer for a Forward-Deployed Naval Forces command composed of 334 personnel and 12 helicopters, providing combat ready detachments in support of expeditionary strike groups and persistent search and rescue/medical evacuation alters for Guam and the Commonwealth of the Northern Mariana Islands.

- Led 34 personnel across 6 divisions in providing administrative, personnel, career counseling, information systems, special security, legal, and building management support. Provided technical advice and guidance on correspondence preparation and general administrative requirements to include secure correspondence, military fitness reports, military and civilian evaluation reports, policy issuance, and awards.

- Executive Staff. Prepared trip books, itineraries, and travel requests, facilitated government transportation, coordinated government/commercial lodging, and monitored adjudication of travel claims utilizing the Defense Travel System. Performed duties as Government Credit Card Manager, Reviewing Official and Budget Management Official for a budget valued at \$2.2M annually. Assisted travelers to complete Foreign Clearance requirements for the area of travel.

- Promoted higher education as Educational Services Officers.

- Provided special assistance to Naval Base Guam. Revised and reviewed 45 instructions and manuals, created a medical family procedural plan, restored unit's personal award recommendation network, and created document and procedures to open previously close historic landmark. Documented all COVID-19 vaccine mandates.

- Solely responsible for managing official travel for 150 military and civilian personnel. Processed all travel per Joint Travel Regulations. Clear communication, direct oversight, and unmatched monitoring led to flawless processing and adjudication of 2,000+ travel orders/vouchers with less than 2% delinquency rate across four travel budgets totaling \$3M. Recognized by Immediate Superior in Charge auditors as one of the "best travel programs" reviewed.

- Manpower Expert: Effective communication with senior military officials reduced command billet gap ratio across four locations by 85% while increasing manpower levels by 90%.
- Effortlessly led and trained junior Sailors which increased office workflow by 85% and streamlined processes that reduced production time delays by 50%.

Apr 2017 – Jun 2018 - Human Resource Officer & Security Manager; *Mine Countermeasures Squadron 5/Commander, Task Force 52, Manama, Bahrain*

- Led 4 military personnel in providing administrative and special security oversight to 630 personnel across 8 U.S. ships, 1 U.K. ship and 3 helicopter detachments. Demonstrated tact and diplomacy while instituting leadership philosophies, team building, effective management, and problem solving in support of mission and vision. Managed 46 credit cards in excess of \$560K in travel funds. Ensured key leadership engagements occurred in six Middle Eastern and 3 European countries; strengthened coalition partnerships and objectives.
- Provided policy guidance, information/data research, and counsel to leadership and action officers. Provided technical guidance on correspondence preparation and general administrative requirements to include classified correspondence, fitness/evaluation reports, policy issuance, and awards.
- Led/chaired Career Development Boards, providing roadmaps and counsel on career progression.
- Security Manager: Provided administrative support for document control, classification reviews, dissemination, and transmission of classified documents. Conducted security reviews to evaluate access eligibility to classified information, including additional information for potential adverse or unfavorable information. Conducted inventory inspections to ensure an accurate account of all material. Performed security indoctrinations, debriefings, initial security training, and continuous security awareness training. Reviewed documents per Security Classification guidelines to determine appropriate classification and markings. Prepared courier authorization letters, briefed personnel of courier responsibilities, and prepared material for courier routing. Reviewed all correspondence and electronic communications on Secret, Confidential, and Unclassified platforms.

Dec 2012 – Feb 2017 - Human Resource Officer/Executive Assistant; *Commander, U.S. Transportation Command, Office of the Command Surgeon, Scott Air Force Base, Illinois*

- Executive manager of 12 joint-service members and 8 Department of Defense employees in executive and operational services in providing air, land and sea transportation of strategic lift forces and logistical infrastructure and implementing operation policy for force deployment sustainment.
- Led 20 military and civilian personnel in the processing of thousands of pieces of correspondence, awards, and military evaluations on time and without error in a faced paced overseas office. Coordinated hundreds of top official (General/Admiral Officers) taskers; to include White House inquires. Created and maintained and electronic Ebola records database for medical and transportation use.
 - Coordinated Force Protection of \$3.2B in assets and 6K personnel. Appointed as Battle Update Brief liaison to 2-Star General; identified political climate issues in potentially effecting patient movement in numerous foreign countries. Instituted doctrine that allowed rail-way evacuation as a secondary measure to aeronautical for wounded personnel in combat operations. Coordinated high level FEMA visitations.

Jan 2011 – Dec 2012 - Office Manager & Manpower Specialist; *USS Thach (FFG-43), San Diego, CA*

- Officer Manager onboard USS THACH, leading 5 personnel in all administrative, legal and pay services.
- Coordinated multiple complex and intricate foreign travel plans while deploying to isolated South American countries. Skillfully managed budget of \$39K. Oversaw 16 non-judicial punishment proceedings, processed all pay and awards for the entire ship's crew of 200 personnel. Led 120 Sailors in multiple aspects of anti-terrorism and force protection procedures. Ensured proper manning was maintained in potential wartime scenarios.
 - Versatile. Led 25 Sailors in Damage Control aspects as a Repair Locker leaders; ensuring the ship could maintain its fighting posture if every involved in a combat or fire interaction. Led 60 Sailors in maintenance and perseveration of habitat spaces for preparation of a major ship inspection.
 - Outstanding organizational ability. Flawlessly planned, organized, and executed a myriad of promotion ceremonies and professional training

Nov 2009 – Dec 2010 - Officer Manager; *Mine Countermeasures Squadron 5/Commander, Task Force 52, Manama, Bahrain*

Assistant Human Resource Manager and Executive Assistant to the Commodore of a Forward-Deployed Task Force composed of coalition forces, including Mine Countermeasure ships and helicopter detachment.

- Closely surveyed current business practices, designing corrective measures, and implemented best practices. Managerial methods increased productivity despite funding constrains, manpower cuts and gapped billets. Command Admin Core Operating Levels improved significantly.
- Organizational Skills: Revamped the command's correspondence tracking system and single handedly developed more than 20 military instructions to maximize efficiency in executing the commands mission. Following a natural disaster, maintained workflow despite circumstances by processing more than 100 awards and 250 evaluations to meet external deadlines.
- Coordinated world-wide travel engagements by executing a budget of \$770K; ensuring the battle staff was able to meet and aggressive operation tempo in supporting deployed forces and real world engagements.

Oct 2005 – Oct 2009 – Recruiter and Canvasser; Navy Recruiting District Kansas City/St. Louis, Sedalia, MO

Tasked with the recruitment of quality applicants for enlistment into the United States Navy.

- Led 6 personnel in the administrative support of 3,200 Sailors. Heavily relied upon for administrative knowledge and abilities. Always one-step ahead of any given situation.
- Provided policy guidance, information/data research, assistance to senior leadership, technical advice and guidance on correspondence preparation and general administrative requirements to include classified correspondence, and military evaluations and awards.
- Processed and edited all director-level correspondence, pay, travel, awards, and military evaluations on time and without error in a complex office with many administrative challenges. Developed a computerized tracking log and filing system that reduced backlogs by 25% and increased completion turn around rate by 75%.
- Processed and tracked security clearances.

Nov 2001 – Sep 2005 – Administrative Assistant, Travel Officer, Paralegal; Strike Fighter Squadron Two Five, Lemoore, CA

- Hand selected to serve as a personal assistant to the Commander and Deputy Commander. Maintained professionalism and protocol organizing the personal schedules and conference calls with high-ranking military officials throughout the Department of Defense as well as Foreign Nationals, Consulate Generals and Congressional members.
- Handled all administrative requirements for courts of inquiries for four major incident and staff efforts after September 11th.
- Processed and edited all commander-level correspondence, awards, and military evaluations on time and without error in a complex office with many administrative challenges.

Oct 1999 – Oct 2001 - Office Administrator; Fleet Combat Training Center Atlantic, Dam Neck, Virginia Beach, VA

EDUCATION & TRAINING

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- Bachelor of Science in Homeland Security, University of Management & Technology (Dec 2023)
 - Associate of Science Degree in Criminal Justice Administration, Park University (Jul 2015)
 - Undergraduate Certificate in Homeland Security, Park University (Jan 2016)
 - Senior Enlisted Joint Professional Military Education Course II (Feb 2018)
 - Senior Enlisted Joint Professional Military Education Course (May 2015)
 - Primary Enlisted Professional Military Education Course (Jul 2014)
 - Basic Enlisted Professional Military Education Course (Jun 2014)
 - Command Pay and Personnel Administrator Course (May 2017)
 - Naval Security Manager Course, US Navy (Oct 2010)
 - Computer Operator, US DOL (Nov 2002)
 - Legal Secretary (Clerical) Apprenticeship, US DOL (Jul 2016)
 - Office Manager/Administrative Services Apprenticeship, US DOL (Sep 2015)
 - Counselor (Professional and Kindred) Apprenticeship, US DOL (Oct 2019)
 - Command Navy Leader Development Facilitator Certification Course (Dec 2018)

- Career Information Program Manager, US Navy (Apr 2017)
- Recruiter Canvasser, US Navy (Oct 2005)
- Command Managed Equal Opportunity Course, US Navy (Jun 2017)
- Legal Officer Course, US Navy (Nov 2018)
- Security Reaction Force Team Member, US Navy (Aug 2011)
- Legal Clerk, US Navy (Feb 2011)
- Lean Six Sigma Yellowbelt, Star 6 Sigma Academy (Aug 2022)
- Certified DISC Leadership Manager, Star 6 Sigma Academy (Aug 2022)
- The Agile Project Manager, Star 6 Sigma Academy (Aug 2022)
- Agile Scrum Professional, Star 6 Sigma Academy (Aug 2022)
- The Supply Chain Manager, Star 6 Sigma Academy (Sep 2022)