**DANA PHILLIPS** 834 Market Lane, Madison, CT 02521

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**OBJECTIVE**

Human Resources position where military recruiting and leadership experience can be used to enhance the operational effectiveness of a company’s recruitment and retention program.

**QUALIFICATIONS**

Skilled communicator with proven personnel administration expertise. Unique blend of managerial and hands-on experience acquired over a career with the U.S. Coast Guard. Knowledgeable in all facets of HR management, including staffing, recruiting and reten­tion, benefits, training, and legal issues. Proficient in Spanish. Possess Secret clearance.

**AREAS OF EXPERTISE**

***Personnel Management***

* Planned, organized, and managed daily activities of a Human Resources department charged with managing the staffing requirements and availability of sea-based en­listed Coast Guard billets.
* Used computer models to determine the proper accession numbers, advancement opportunities, and year-end strength goals.
* Recognized by peers and associates for raising the efficiency of the department’s personnel management operations.
* Received Commander’s Award for outstanding service.

***Administration***

* Responsible for the daily administration of personnel administration activities, such as the creation of orders for Coast Guard personnel moving to new duty locations or transitioning from the service.
* Processed special personnel actions, including awards, promotion orders, disciplinary paperwork, and marriage applications.
* En­sured all paperwork was completed accurately and within time schedules.

***Recruiting***

* Served as a front-line human resources recruiter for the U.S. Coast Guard.
* Inter­viewed, assessed, and recruited candidates interested in military service.
* Recog­nized for consistently exceeding recruitment goals for quantity and quality

over a 24-month period.

* Received Meritorious Service Medal from the East Coast Human Resources Manager.

**EMPLOYMENT HISTORY**

*Human Resource Manager:* The Pentagon, Washington, DC, 2005-Present

*Branch Chief:* Enlisted Military Affairs, Washington, DC, 2002-2004

*Detailer:* Coast Guard Assignment Branch, Washington, DC, 1999-2001

*Seaman:* U.S. Coast Guard, 1989-1998

**EDUCATION**

Associate of Arts, Marine Science, University of Maryland, 2005