

**Lucy T. Montgomery**  
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VACANCY IDENTIFICATION NUMBER: DI-O GD-58-05  
JOB TITLE AND GRADE: Administrative Support Specialist, GS-0301-7/9

U.S. Citizen: Yes  
Veterans' Preference: Yes, 10% Disability  
Federal Employee: No  
Highest Grade Level and Dates: N/A

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### SUMMARY

Ambitious and determined human resource specialist with more than five years experience with the United States Army. Knowledgeable in various aspects of personnel matters to include benefits, awards, retirement, new personnel training, and information and database management. Proficient in computer software applications such as Microsoft Office Word, Excel and Access, and in personnel data management software such as Personnel Tempo.

**Administration and Office Management:** Provided administrative support for over 250 military personnel, civilians, and Japanese Master Labor Contractors. Submitted required monthly and quarterly reports to upper level management. Ensured prompt and accurate processing of enlisted evaluations, awards, personnel actions, leaves sponsorships, and newcomer programs.

**Budget and Finance:** In charge of equipment valued in excess of \$80K. Ensured accurate and timely processing of over 100 finance actions with no late transactions. Processed finance actions in the Battalion, to include COLA, Overseas Housing Allowance, Advanced Station Housing Allowance, Allotments, Travel Pay, Travel Vouchers and Request for leave.

**Requisition and Procurement:** Purchased office equipment to include a fax machine, laser jet printer, digital camera, and scanner. Selected, requisitioned and purchased new desks for personnel offices. Purchased materials and equipment while remaining within the budget established by the Resource Management Section.

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### WORK EXPERIENCE

**Human Resource Specialist**

United States Army  
58th Signal Battalion  
FPO, Armed Forces Pacific Japan  
USA

10/20/2000 – 10/20/2004  
Hours/week: 40  
Salary: \$ 2,130.60 / month  
Supervisor: S. White  
Telephone: 01181611111-2886  
OK to Contact: Yes

Supervised the daily operations of the Personnel Administration Center to include providing direct supervision, training and mentoring one Noncommissioned Officer and two junior personnel. Provided administrative support for over 250 military personnel, civilians, and Japanese Master Labor Contractors. In charge of equipment valued in excess of \$80K. Ensured prompt and accurate processing of enlisted evaluations, awards, personnel and finance actions, leaves sponsorships, and newcomer programs. Advised on all personnel matters. Consolidated and updated staff slides for the department. Submitted required monthly and quarterly reports to upper level management. Processed Noncommissioned Officer Evaluation Reports, Suspension of Favorable Actions, Brigade level reports, Leaves and Passes and finance

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actions. Supervised and coordinated the activity for workers engaged in clerical and administrative support. Offered counseling for poor job performance.

Processed finance actions in the Battalion, to include COLA, Overseas Housing Allowance, Advanced Station Housing Allowance, Allotments, Travel Pay, Travel Vouchers and Request for leave. Trained employees in safety procedures and company policies. Drafted correspondence, reports and forms using Microsoft Word and Excel. Knowledgeable and experienced of PERSTEMPO (Personnel Tempo – keeps track of military deployment information) and the AHRS (Army Human Resources System) applications. Prepared and processed recommendations for awards and decorations and arranged for awards ceremony. Prepared, updated, and coordinated requests for evaluations, to include responding to evaluation inquiries. Prepared and monitored requests for promotions and arranged for promotion ceremony, to include promotion declinations, reconsideration for promotions, and arranged for reduction and removal boards for soldiers on local promotion standing lists. Prepared and monitored requests for reductions, transfers, and discharges. Purchased materials and equipment while remaining within the budget established by the Resource Management Section. Purchased office equipment to include a fax machine, laser jet printer, digital camera, and scanner. Selected, requisitioned and purchased new desks for personnel offices.

***Accomplishments:***

- Ensured accurate and timely processing of over 100 finance actions with no late transactions.
- Provided outstanding technical assistance and leadership in cross-training Signal Soldiers to perform duties as Personnel Specialists.
- Coordinated the rewrite of Leaves and Passes SOPs- an invaluable asset during annual inspections.
- Trained entire department on additional duties of Personnel Specialist in order to meet annual training requirement.

**Personnel Administration Specialist**

US Army  
 Headquarters, 710<sup>th</sup> Main Support Battalion  
 Fort Drum, NY, 13602  
 USA

02/13/1997 – 10/19/2000  
 Hours/week: 40  
 Salary: \$16,000.00 / Year  
 Supervisor: Harry Boyd  
 Telephone: (478) 742-2442  
 OK to Contact: Yes

Prepared and monitored requests for identification cards and tags, leaves, and passes, line of duty determination, data and information management, orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, legal, meal cards, training soldier support file, and unit administration. Prepared SIDPERS input and control data, generated SIDPERS input that applied to unit level, read interpreted, and reconciled SIDPERS generated reports pertinent to unit level, determined reportable changes, category, duty status codes, and other documentation required for SIDPERS transactions. Prepared personnel accounting and strength management. Requisitioned and maintained office supplies, blank forms, and publications. Typed military and nonmilitary correspondence in draft and final copy.

**EDUCATION:**

College:	University of Maryland, Asian Division, Armed Forces Pacific, Japan
Major field(s) of study:	Business Administration / Management Studies
Type and year of degree(s) received:	Bachelor of Arts, 12/30/2005
GPA:	3.077, 91 Credits
Courses:	Introduction to Business and Management, Business Law I and II, Management and Organization Theory, Human Resource Management, Information Systems

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in Organizations, Marketing Principles and Organization, Global Business Management, Methods/Process of Acquisition Reading, Leadership and Change, Business Writing, Ethics in the Information age, Principles of Economics I and II, Business and Government, Writing for Managers, Statistics, Information Systems in Organization, Principles of Accounting I and II.

High School: Barnett High School, Palm Beach, FL  
Type and year of degree(s) received: Diploma, June 1996

**OTHER QUALIFICATIONS:****Job-related training courses:**

02/2003 Introduction to Ammunition, US Army, 16 hours  
01/2003 Combat Life Savers Course, US Army, Camp Zama, Japan, 40 hours  
09/2002 Manager Development Course (MDC), US Army, 48 weeks  
09/2002 Defense Hazardous Materials/Waste Handling Course, US Army, 48 weeks  
08/2002 Personnel Services Sergeant Basic Noncommissioned Officer Course, US Army, 7 weeks  
06/2002 Basic Noncommissioned Officer, US Army, 2 weeks  
03/2002 Action Officer Development Course, US Army, 2 weeks  
10/2001 Army Human Resource System Super Server User Training, US Army, Seoul, Korea, 40 hours  
09/2001 Supervisor Development Course, US Army, 48 weeks  
12/2000 The Mail Clerk Indoctrination Course, Marine Corps Base, Camp Smedley D. Butler Okinawa, 8 hours  
12/2000 Japanese Headstart, US Army, 40 hours  
08/2000 Primary Leadership Development Course, US Army, Diploma, 5 weeks  
07/2000 Total Army Training System (TATS) Primary Leadership, US Army, 4 weeks  
04/1999 Introduction to Microsoft Access, US Army, 16 hours  
05/1999 Advanced Microsoft Access, US Army, 16 hours  
03/1998 Unit Level SIDPERS-3 Course, US Army, 40 hours  
02/1997 Basic Combat Training Course, US Army, 9 weeks  
04/1997 Personnel Administration Specialist Course, US Army, 9 weeks  
12/1997 DISCOM Drivers Training Program, US Army, 40 hours

**Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.):**

Software: Microsoft Word, Excel, Power Point, Access, Outlook  
Networks: The US Army Pacific Computer Network  
Databases: Super Sever, EMILPO, Microsoft Access, EDAS, TOPMIS  
Operating Systems: Microsoft Windows 95, 98, 2000, XP

Fluent in Spanish – reading, writing, speaking

**Job-related honors, awards, special accomplishments, and additional information:**

Army Achievement Medal, US Army, 07/2004  
Army Achievement Medal, US Army, 04/2004  
Army Achievement Medal, US Army, 10/2002  
Army Achievement Medal, US Army, 05/2002  
Certificate of Achievement, US Army, NCO of the Quarter – 3<sup>rd</sup> quarter 2001  
Certificate of Achievement, US Army, 01/2000  
Army Achievement Medal, US Army, 02/2000  
Certificate of Achievement, US Army, 01/1999

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Global War on Terrorism Service Medal  
Army Commendation Medal  
Army Good Conduct Medal (2)  
National Defense service Medal  
Humanitarian Service Medal  
Noncommissioned Officer's Professional Development Ribbon  
Army Service Ribbon  
Overseas Service Ribbon  
Driver and Mechanic Badge with Mechanic Bar

Discharge, US Army, 12/03/2004

Secret Security Clearance, 04/28/2004, Army Central Personnel Security Clearance Facility, Okinawa, Japan