Michael James Fremont

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Denver, CO 80220

Home: 111-222-3333
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Social Security Number: XXX-XX-XXXX
Country of Citizenship: United States of America
Veteran's Preference: no
Highest Grade: GS-0201-14, 09/2005-Present

VACANCY INFORMATION:

Announcement Number: W80043
Job Title: Personnel Management Administrator
Grade(s) Applying for: GS-13

OBJECTIVE: Human Resource Management position.

FEDERAL WORK EXPERIENCE:

U.S. Office of Personnel Management – Region 8
1600 Sherman Street, Room 888, Denver, CO 80202-2222

Dates Employed: 05/2005-Present
Grade Level: GS-13/3
Hours per Week: 40
Supervisor: Jane Doe. 303-555-9999

Personnel Management Specialist, **III**

- Supervised a staff of 11 GS-4 through GS-10 clerks and specialists
- Implemented new and highly visible Government-wide human resource initiatives marketing Federal employment opportunities to job seekers
- Designed, evaluated, and implemented automated systems that provide Federal employment information to job seekers
- Developed regulations and policies that impact employment information including pay grade levels, EEOC information and positions specifications
- Disseminated information on Government-wide human resource initiatives to Federal agencies, State and local governments, and private sector representatives
- Facilitated re-development of a "one-stop" employment information system for Federal employees impacted by downsizing and job seekers with Federal, State and local governments
- Negotiated with senior OPM officials and contractors on employment information issues, network security and services
- Managed day-to-day test administration operations in the Rocky Mountain Region 8
- Team member in designing a workforce planning and diversity management automated decision-support system for multiple customers involved in human resources planning
- Active member on State Department's inter-agency work group preparing for the United Nations World Conference on the Status of Women
- Directed an intra-agency work group to prepare OPM's contribution for the Conference

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PRIVATE SECTOR EXPERIENCE

AT&T
1900 Welton Street, Room 620, Denver, CO 80302-1111

Dates Employed: 05/1999-04/2005
Pay Level: $55,000/year
Hours per Week: 38.5
Supervisor: John Doe. 303-222-0000

Human Resource Specialist

- Supervised and trained staff of 4 clerks and specialists providing payroll, benefits and recruiting services
- Screened and assessed over 1100 applicants per year for employment, matching qualifications with hiring criteria and technical skills
- Designed and implemented automated systems for job seekers and managers which streamlined the recruitment process, increasing efficiency and reducing hiring time by 27%
- Developed new manager training materials to instruct staff in effective supervision and staff development practices
- Implemented a new benefits program to increase coverage for staff and dependents while containing costs
- Oversaw payroll and travel expenditure payments for staff of 850 employees

EDUCATION:

Masters in Business Administration, Management Emphasis, 2005
REGIS UNIVERSITY, Denver, CO 80221
GPA: 3.8 out of 4.00

Bachelor of Arts, Human Resource Management, Communications Minor, 1999,
REGIS UNIVERSITY, Denver, CO 80221
GPA: 3.6 out of 4.00

EAST HIGH SCHOOL, Denver, CO 80206

JOB-RELATED TRAINING COURSES:

Seminar for New Managers; 2001
Instructor Training; 2002
Basic Employee Relations; 1999
Introduction to TQM; 2004

JOB-RELATED SKILLS:

- Strong project management skills.
- Proven communication skills
- Proficient in the use of computers, spreadsheets, presentation applications, and word processing in a stand-alone or local areas network environment.

JOB-RELATED CERTIFICATES AND LICENSES:

Driver's License, State of Colorado, expires May 2013
Society of Human Resource Managers, SHRM Certificate, 1995

JOB-RELATED HONORS, AWARDS, MEMBERSHIPS, ETC.:

American Society of Public Administrators, member
OPM Director's Award for Excellence: 2006
President’s Scholarship: 1998

SUPPLEMENTAL INFORMATION

5 years previous experience in retail sales and account management