

## PATRICIA ARRINGTON

555 Pierce Avenue • Macon, GA 31204

H: 478-555-1234 • C: 478-555-5678 • E-mail: parrington@mydomain.com

### HUMAN RESOURCES • TRAINING • STAFF DEVELOPMENT

*Secret Clearance (Current)*

*Over 15 years of exemplary leadership in training and staff development, human resources administration and leadership. Consistently achieve exceptional results in preparing new leaders to meet dynamic world challenges.*

- Career Counseling
- Team Building
- Curriculum Development
- Employee Relations
- Program Development
- Instruction
- Workforce Development
- Administration
- Performance Evaluation

**Training and Staff Development:** Mentor and inspire students to surpass standard evaluation scores; led several sections to achieve top performance ratings during evaluation and testing periods. Modify curriculum to compliment students' learning abilities, achieving unprecedented results. Exceptional eye for talent; proficiently match projects to employee strengths. Identify students' deficiencies and provide additional remedial counseling to reinforce knowledge.

**Human Resources Administration:** Skilled in establishing rapport and building coalitions with all levels and backgrounds. Implement quality control checks to ensure highest performance metrics and to optimize available resources; saved thousands of dollars by implementing proposed changes and enabled department to improve functionality. Provide input into existing programs and policies to reflect current real world challenges and scenarios.

**Leadership:** Oversee professional and personal development of up to 12 training staff and thousands of student personnel. Accurately assess project requirements, resource availability and risk/reward; build consensus among peers, management and subordinates. Deliver unparalleled support in planning and executing training and administration.

**Computer Skills:** Proficient in Microsoft Office (Word, Excel, PowerPoint and Outlook).

**Languages:** Fluent in Spanish (reading, oral and written)

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## PROFESSIONAL EXPERIENCE

### UNITED STATES ARMY

2/1991 to Present

**Training Leader,** Fort Jackson, SC (9/2004 to Present)

*Orient 1,200 enlistees per year in multiple exercises including physical conditioning, combat operations, organizational values and discipline. Plan, resource, coordinate and supervise training. Effectively apply the risk management process, interpret and apply applicable regulations. Supervise 12 instructors and 250 students per nine-week cycle.*

- Directed the basic training of 800 personnel; achieved an unprecedented 95 % graduation rate.
- Developed a supplemental training program for remedial students; improved average scores 90%.
- Oversaw the safe execution of six high-risk, physically demanding field exercises with zero incidents.

**Senior Trainer,** Fort Jackson, SC (10/2003 to 8/2004)

*Planned and coordinated training programs for up to 1,000 personnel; achieved 95% staff readiness. Evaluated and adjusted curriculum to compliment pupils' learning abilities. Prepared students for spontaneous global assignment.*

- Provided expert instruction in military life, assignment preparation and physical conditioning.
- Selected to fulfill team leader responsibilities during supervisor's absence; achieved optimal results.
- Enforced risk management principles for every assignment; had zero incidents during 16 real-time exercises.

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PROFESSIONAL EXPERIENCE

~ Continued ~

- Assumed full accountability for all organizational resources; maintained 100% operational status at all times.

**Instructor / Senior Trainer**, Camp Casey, Korea (6/2002 to 9/2003)

*Oversaw the professional development of four subordinates and 28 personnel. Managed over \$7M of assigned equipment. Mentored staff and managers in performance optimization techniques. Lauded as top trainer by leadership.*

- Implemented challenging training curricula resulting in 4 groups achieving unprecedented scores during evaluation.
- Identified leaders for increased responsibility; optimized operations by matching individuals' talents with challenges.
- Led newly formed crew to achieve highest scores during qualification period; trained two newly formed groups to achieve recognition as top performers within unit.
- Supervised the safe execution of highly strenuous physical exercise with zero accidents or injuries.
- Implemented a fitness-training program that resulted in over 50% of the personnel scoring above minimum level.

**Military Science Instructor**, Texas A&M, Kingsville, TX (11/1998 to 5/2002)

*Directed training and fiduciary efforts for over 100 personnel and eight managers. Prepared and maintained all training aids and support materials; devised real-world scenarios challenging students to excel.*

- Educated prospective enlistees in military history and available programs; mentored several top producing students to officer leadership positions within all four military branches.
- Served as primary instructor for two cadets selected for inclusion in the top 20% of cadets nationwide.
- Authored comprehensive military training program implemented among three area campuses.
- Spearheaded implementation of campus' first permanent Reserve Officer Training Corps (ROTC) training site.
- Supervised the supply operations in support of programs at three universities.
- Led students through 120 hours of field activity and 300 hours in austere conditions with zero incidents.
- Developed program enabling eight personnel to complete rigorous physical obstacle course in less than eight hours.
- Emphasized personnel risk assessments and equipment safety practices, achieving zero training injuries.
- Recognized over \$2K savings by strategically aligning available resources.
- Mentored top producing personnel units in all phases of military life and operations.
- Developed and implemented a program leading to a three-year unit rank improvement to top 10% status.
- Improved retention rate of specialized personnel by over 40%.

ADDITIONAL EXPERIENCE

<b>Platoon Sergeant, E-7</b>	5/1996 to 10/1998
<b>Drill Instructor</b> , Ft. Jackson, SC 29207	6/1992 to 4/1996
<b>Squad Leader</b> , Scho Barracks, HI	2/1991 to 5/1992

EDUCATION / TRAINING / AWARDS

*Master of Business Administration, College Center for Graduate Studies, Flint, MI,  
Scheduled commencement: 12/2006*

*Bachelor of Applied Arts and Sciences, Texas A&M – Kingsville, Kingsville, TX, 5/2002*

*Associate of Science in Administration of Justice, Honolulu Community College, Honolulu, HI, M/1985*

*Leadership (Basic and Advanced) • Drill Instructor Training*

*Army Achievement Medal (11) • Meritorious Service Medal (4)  
Army Commendation Medal (3) • Army Achievement Certificate*