SHAWN LAWRENCE

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Security Clearance: Secret

United States Citizen

Veteran’s Preference: 10-Point Preference

QUALIFICATIONS SUMMARY

Seasoned ADMINISTRATIVE LEADER with over 28 years of experience in leadership, program management, operations, human resources and fiscal oversight. A highly effective communicator with strong interpersonal skills. Reputation for providing exceptional customer service. Ability to articulate courses of action and strategies to promote coordination and cooperation in executing plans and resolving problems. Outstanding program and project management analytical skills. Demonstrated success in coordinating with personnel and senior leadership to implement improvement initiatives. A highly focused visionary and transformational leader an excellent ability to assume and delegate responsibility, including planning and organizing workloads and directing and supervising professional and technical staff. Adept at identifying and gathering data and correspondence. Polished, professional, and powerful presenter with sophisticated financial, technical, and operational analysis skills.

PROFESSIONAL EXPERIENCE

2/2019 to Current, SUPERVISORY MANPOWER AND PERSONNEL SPECIALIST (GS-12), (Series 0301), Naval Support Activity Lakehurst, NJ, 40 hours/week, $106,489 year, Craig Speer, 732-323-6013, may contact.

Accurately plans workload for staff daily, frequently providing guidance, training, and assistance in accordance with higher headquarters. Review metrics and analysis systems quarterly to assess efficiency, effectiveness, and regulation compliance. Develops goals and objectives for Admin staff to properly distribute workload properly, eliminating barriers to ensure mission accomplishment on-time rate. Manages resources effectively, normally meeting the needs of staff and customers. Provides a Plan of the Week at least four times monthly to ensure the command is updated and aware of administrative information. Updates departments and leadership of personnel transfers and awards status at least twice a month. On a recurring basis, provides advice and counsel to staff on administrative and personnel policies and procedures. Typically develops or modifies administrative processes to improve customer service. Supports command morale by encouraging voluntary participation in community outreach programs. Consistently addresses subordinates' concerns, perceived or valid, following up with appropriate action(s) to correct or eliminate tension or perceived tension. Approves and coordinates leave for employees; ensures offices are effectively manned during peak workloads. Interactions with internal and external officials and/or customers are usually diplomatic and professional and promote effective working relationships. Recommendations are always thoroughly researched and analyzed to ensure issues are appropriately addressed. Ensures participation in special projects positively impacts the organization and/or improves overall quality. Ensures command instructions are reviewed annually or as required by higher instruction. At least bi-annually, develops or modifies administrative processes to improve customer service. Accurately tracks operating programs to evaluate effectiveness and applicability to goals. Routinely keeps management informed of the progress of programs and advises of significant developments that may impact plans. Recommendations to senior leaders are clear, concise, and supported by rationale and information to justify suggested actions. Effectively exercises supervisory personnel management responsibilities: complies with applicable Federal Regs, Occupational Health/Safety rules/practices, security requirements, resource constraints, change management principles, and AF recruitment/hiring policies. Applies EEO concepts to all personnel management actions/decisions; ensures all personnel are treated free from harassment/discrimination/retaliation. Hears/resolves employee complaints and elevates as appropriate in accordance with AF policy. Periodically reviews core personnel docs to ensure accuracy/effective utilization of personnel resources. - Personnel management actions are typically prompt/accurate/well considered regarding mission, EEO objectives, Merit Systems Principles, and Prohibited Personnel Practices. Efficiently administers performance mgmt program responsibilities, ensuring employee performance plans, progress reviews, and appraisals are accomplished in compliance with AF guidance and timeframes. Communicates performance expectations throughout the rating cycle, ensures employees are held accountable, makes meaningful distinctions in performance, and appropriately recognizes employee achievements.

4/2018 to 2/2019, ADMINISTRATIVE SUPPORT SPECIALIST (GS-9), Naval Post Graduate School, Monterey, California, 40 hours/week, $61,084 year.

Review financial documents (e.g., procurement requests, financial plan changes, extension of funds) to identify potential impacts on program objectives, productivity, and performance.

Reconcile manpower, resource, and manning data from various systems (e.g., human resources, finance). Explain programs or policies to individuals or groups to enhance understanding of agency objectives. Resolve administrative issues (e.g., human resources, training, timekeeping, travel, facilities, space) to maintain department operations.

BUDGET FORMULATION AND EXECUTION: Skillfully manage, monitor, and update a Defense Travel System (DTS) budget totaling over $6.4 million. Demonstrate expert knowledge of budget preparation and execution procedures and strategies. Provide senior leadership with support/assistance during the execution of project funds (projecting expenditures, forecasting budget adjustments, and initiating budget modifications). Reconcile the execution (obligation and expenditure of funds) of assigned budgets to ensure execution is in accordance with approved plans. Ensure all relevant budget requirements are identified. Distribute funds and other resources. Perform cost-benefit analyses to review financial requests and explore alternative funding methods. Examine past budgets and research economic and financial developments that impact spending. Advise executive management on the status and availability of funds within the organization. Develop administrative control of funds policies and procedures. Ensure compliance with budget requests. Update budget spreadsheets.

MANAGE THE GOVERNMENT TRAVEL CARD PROGRAM consisting of 342 cardholders. Administer training and assistance to subordinate organizations to ensure the effective management of the program for the installation, resulting in a decrease in cardholder misuse and payment deficiencies.

RESOURCE MANAGEMENT: Manage property and participate in space utilization programs, including conducting inventories of non-expendable property (e.g., equipment, furniture, etc.). Oversee the annual physical inventory of all non-expendable property and equipment, including reconciling discrepancies. Coordinate office (including inner office) moves and manage related services.

ADMINISTRATIVE POLICIES AND PROCEDURES: Utilize knowledge of specific policies and programs' concepts, principles, and practices. Develop and disseminate administrative directives. Develop administrative plans in accordance with office operations. Engage in efforts to develop and monitor policies, operating instructions, and procedures in support of strategic mission, goals, and objectives. Determine the impact of work procedures and maintain current office policies. Ensure policy compatibility and compliance with mission objectives. Recommend necessary guidance to supervisors and managers relative to policies, instructions, methods, and procedures.

DEVELOP AND PREPARE CONCISE AND CLEARLY WRITTEN DOCUMENTS and independently prepare and manage formal correspondence; prepare correspondence and other documents, from rough draft to final, in proper grammar, spelling, punctuation, and format. Write technical and non-technical reports and present data and information to a full range of internal and external individuals. Prepare, review, and submit reports. Prepare work papers that reflect analyses and recommendations. Write detailed policies and Standard Operating Procedures (SOPs). Compile data and create reports and presentations using standard word processing software, including Word, Excel, and PowerPoint. Use electronic mail to prepare, distribute, and respond to military correspondence.

PROBLEM-SOLVING AND PROCESS IMPROVEMENT INITIATIVES: Analyze programs to measure performance and efficiency. Conduct technical studies of administrative operations and evaluate information; formulate techniques and methods to address technical issues and problems. Identify deficiencies and recommend the need for changes and advise management on improvements in organizational structure, work methods and procedures, and workflow to increase productivity and economy of operations. Plan, develop, and conduct management surveys, evaluations, or analyses. Analyze administrative data and extract information to identify problems, significant factors, or trends to assist decision-making. Consistently drive improvement through quality assurance initiatives to identify and address imperfections in operations and develop improvement plans.

EXCELLENT ORAL COMMUNICATOR: Communicate orally with all levels of employees and management to obtain and provide information. Effectively communicate up and down the chain of command concerning administrative functions. Speak effectively with individuals with diverse backgrounds and varying levels of understanding. Interacted with others, including visitors, all levels of employees, and management. Exercise tact and diplomacy when dealing with the public. Use oral communication to ensure the accomplishment of program objectives. Design effective communication plans to publicize unit program requirements, associated policies, and procedures. Contact staff for information and recommendations; follow up with great tact, judgment, and accurate exposition of facts.

FINANCIAL ACUMEN: Provided direct management of a Temporary Additional Duty Travel Target budget of $125,000. Performed fund administration duties and ensured the proper line of accounting for all program obligations and expenditures. Monitored and reported on funding allowances. Prepared technical and cost evaluation reports. Assisted with preparing cost studies and other analyses on operating plans and financial management issues. Collected and compiled budget data and completed work papers and status reports. Identified budget issues, provided alternative solutions, and resolved problems. Analyzed operating plans to gather information on expenditures versus commitments; identified problems and made resolution recommendations based on findings. Developed cost-benefit analysis of proposed budgetary and program actions and advised senior leadership.

STRATEGIC PLANNING AND PROGRAM MANAGEMENT: Created, managed, and oversaw a Command Indoctrination Program and Petty Officer Indoctrination Program, including personally facilitating the course to over 50 command personnel. Used knowledge of management principles, theories, administrative regulations, and procedures to ensure plans and programs were efficiently developed.

EDUCATION

Grantham University, 71 credit hours toward an AA degree

JOB-RELATED TRAINING

(DTS) Defense Travel System (GTCC) Government Travel Charge Card, Government Purchase Card

TECHNICAL SKILLS

Microsoft Office Suite: Word, Excel, PowerPoint, Outlook, SharePoint

Government Travel: Defense Travel System (DTS)