

RENE T. McNULTY

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PROFILE OVERVIEW

A highly reliable, versatile professional with proven success in the development of critical business practices for efficiency optimization. Over four years of human resource, office management, and administrative support experience. Exercise keen business relations organization-wide, with top executives and persons from diverse backgrounds. Promoted from supporting role with minimal supervisory responsibilities to department head with immediate oversight of all administrative functions of branch. Financial proficiency in travel fund management, generating over \$50,000 in cost savings for last fiscal year. Exemplary leader and problem-solver, driven toward excellence in competitive, fast-paced environments; earned Navy & Marine Corps Achievement Medal and Sailor of the Quarter recognition.

AREAS OF EXPERTISE

- Strategic Planning
- Digital Competency
- Training Coordination
- Personnel Management
- Account Management
- Budget Planning/Management
- Business Development/Management
- Public Speaking
- Employee Career Planning
- Regulatory Compliance
- Employment/Labor Laws
- Employee Relations
- Benefits/Compensation
- Morale and Team Building
- Organization

PROFESSIONAL EXPERIENCE

Human Resource Administration

- Oversight and responsibility for all personnel and administrative functions of branch, comprising eight departments and over 250 employees
- Managed a portfolio of over 250 personnel records documenting staff profiles, professional development and training, grievances, performance evaluations, designations, appointments, employee leaves of absence
- Responded to personnel inquiries regarding pay, allowances, benefits and advancement examination eligibility and command policies; personally investigated all personnel concerns through research of directives in correlation with the personnel's portfolio; followed up with each inquiry to ensure completion and adequate results
- Addressed employee grievances in compliance with prescribed organizational procedures
- Publicized organizational personnel policies, benefits, procedures to all employees; briefed all new employees on company expectations
- Handled employee relations counseling, outplacement counseling, and conducted incoming, transfer and separation interviews
- Prepared and maintained employee files, assuring accuracy, compliance and confidentiality
- Updated and maintained employee files regarding the tracking of raises and assisted pay clerk with benefit deductions or additions in company pay system
- Planned orientation "onboarding," accelerating socialization and integration of new employees into organization; collaborated with department directors to ensure all necessary information was both accurate and present
- Sponsored new and prospective administrative personnel with coordination of travel, lodging and base/facilities tour
- Membership in Society for Human Resource Management

Training & Development

- Managed and facilitated three-day orientation for all new employees; set the agenda for department director addresses and creating digital presentations for the review of organization mission, policy, expectations and brief points of each department
- Advanced 33% of administrative personnel in pay grade in a one year span, significantly exceeding average Navy advancement rate of 14%
- Supervised and mentored a team of 16 administration department employees
- Evaluated administrative personnel bi-annually on performance determining performance marks, advancement and advance examination eligibility
- Administered required and regular, job and technical, interpersonal and problem-solving, development and career training of department of 16 employees
- Organized individual career development boards; discussed employee short- and long-term goals; if necessary, collaborated with employee to determine additional goals that might more strongly align with organizational needs to individual abilities
- Conducted performance appraisals in an effort to enhance and better prepare each employee for advanced productivity, job knowledge and functionality through organization data collection system

- Created and implemented orientation survey to receive feedback of experience and suggestions
- Analyzed training needs, objectives, design, delivery; evaluated training outcomes
- Career and development guidance for 16 administration department employees
- Identified expected performance levels
- Provided feedback on individual performance

Organization Management

- Participated in developing department goals, objectives, and systems
- Interfaced with command department directors on weekly basis to exchange updates of ongoing activities organization-wide and its relation to administrative objectives and weekly actions
- Personally designed and instituted an electronic cataloguing system to digitize all command records for the administration and personnel departments, an accomplishment that earned the department “outstanding” marks on annual audit; completely altered data collection and coordination
- Upheld the highest degree of confidentiality handling classified documents and employee information; maintained and updated classified filing systems
- Primary point-of-contact for Citi Bank Government Travel Card account and Defense Travel Systems
- Fostered valued relationship with CITI Bank and Defense Travel Systems

Budget & Travel Management

- Managed and balanced \$750,000 annual travel budget
- Prepared over 200 travel itineraries, travel vouchers and travel orders quarterly
- Applied accounting methods to liquidate and adjust allotted funds
- Processed travel advances
- Produced over \$50,000 in cost savings for 2011 fiscal year travel budget
- Maintained a 99% accuracy rate on the liquidation of all travel claims, while remaining within 1% of planned costs
- Responsible for the implementation and execution of Government Travel Citi Card Program in accordance with established Department of Navy and Citi regulations, policies and procedures
- Authorized to appoint approving officials/certifying officers, approve credit line, retail and ATM cash withdrawal limits; authority to add or cancel employee accounts

Administration & Office Support

- Prepared and maintained bi-weekly employee listings, new hire and transfer reports; update company organizational charts, phone directory and other requested reports as needed
- Composed, proofread and edited over 1,000 pieces of official correspondence, directives, instructions, awards and evaluations quarterly
- Answered multi-line phone system, directed calls and captured messages
- Completed work schedules, managed calendars, arranged appointments and travel for executives
- Handled and routed incoming mail, answered correspondence and prepared outgoing mail
- Reviewed files, records, and other documents to obtain information and respond to requests
- Created and distributed plan of the week
- Event coordination for personnel award ceremonies: plan and procure equipment, venue needs, staffing with the upmost assurance of proper military procedures are conducted through ceremonies; edit and ensure accuracy for all recognition plaques/awards and ceremony scripts

EMPLOYMENT HISTORY

United States Navy – Strike Fighter Squadron 103 • Virginia Beach, VA
 Department Manager, *Administration and Personnel Department*

June 2011 – January 2013

United States Navy – Naval Weapons Station Earle • Colts Neck, NJ
 Assistant Office Manager, *Administration and Personnel Department*
 Administrative/Executive Assistant, *Administration and Personnel Department*

June 2009 – June 2011
 January 2009 – June 2009

EDUCATION

Master of Science Organization Leadership
Regis University • Denver, CO

Current Student

Bachelor of Science – Human Resource Management
Bellevue University • Bellevue, NE

GPA: 3.4

Associates of Arts

GPA: 3.4

Metropolitan Community College • Omaha, NE

TECHNICAL PROFICIENCY

Microsoft Outlook, Excel, Microsoft Word, PowerPoint, Defense Travel Systems, PeopleSoft and Oracle Software, Naval Standardized Integrated Personnel System, Movie Maker, Adobe Reader

AWARDS AND HONORS

- Sailor of the Quarter – Naval Weapons Base Earle
- Navy Achievement Medal
- Good Conduct Award
- Letters of commendation from Mayor Bloomberg of New York for participation in both Ellis Island military ceremony and Mayors Breakfast ceremony in New York, NY
- Earned 99th percentile on two separate naval advancement exams
- Reached the highest rank possible for any four-year enlistment in less than two years
- Earned four letters of commendation from Captain of Navy Weapons Base Earle, Colts Neck, NJ
- Earned six letters of appreciation for leadership and management of funeral honors and special naval ceremonies
- Sea Service, Global War on Terrorism, and National Defense Medals

CIVIC SERVICE

Diversity Committee Chair Member, Fundraiser/Event Coordinator Jan. 2009 – Jun. 2011

- Fundraised for annual events which promote and celebrate diversity within the organization
- Responsible for the planning and execution of 12 diversity events per year
- Planned and executed six major fundraising events, generating over \$15,000

Quality of Life Member, Quality of Life Liaison Jan. 2009 – Jun. 2011

- Liaison between Moral Wellness Recreation Center, Base Housing and junior sailors
- Recommended activities and valuable resources for junior sailors
- Surveyed junior sailors for input to gauge results and enhance programming

Navy Ball Committee Chair Member, Fundraiser Jan. 2009 – Jun. 2011

- Planned and executed eight major events, including weekly bake sales and quarterly luncheons
- Raised funds designated for all enlisted sailors to attend Navy Ball free of charge; 100% success rate both two years of appointment

Base Housing Member, Resident Advisor Jan. 2009 – Jan. 2010

- Liaison between sailors living on-base and Base Housing department
- Assisted with sailor relations and housing needs
- Explained, displayed and monitored all housing rules and regulations
- Point-of-contact for complaints, issues and concerns

Sexual Assault Victims Advocate Jan. 2009 – Jan. 2013

- Responsible for facilitating awareness and prevention training
- Maintained current information on victim resources
- Provided oversight on command compliance for sexual assault and prevention program
- Primary sexual assault hotline operator during designated duty days
- Provided information and detailed options for all sexual assault victims and families
- Explained reporting options
- Accompanied victims during medical, investigative and legal proceedings
- Made referrals for military and community assistance
- Aided victims through overwhelming circumstances
- Competent in military culture
- Upheld complete confidentiality for sexual assault victims and families
- Assisted victims through barriers and provided support
- Remained up-to-date on cultural norms and tendencies