**JENNIFER B. CASEY**

HHC 1st SIG BDE

Unit 15271 Box 510

010-8407-6689

jareds\_rme\_wife@yahoo.com

**MILITARY SPOUSE PREFERANCE**

Typing words per minute 65

**OBJECTIVE**

To obtain a position to fully utilize my experience and knowledge by serving Soldiers and Families during home station assignments, pre-deployment and deployment assignments.

**PROFESSIONAL EXPERIENCE**

MAY WE CONTACT YOUR PRIOR SUPERVISORS? YES

08/2007 to 12/2009 General Clerk III, IAP Fort Irwin, CA. Training Support Division Supervisor: Les Hughes, (760) 380-4319. 40 Hours per week. General Clerk III is a personal assistant to the TSD Division Manger. Participates in the management of an organization by performing routine administrative and miscellaneous clerical work. Provides advice and assistance to all Managers and Supervisors in the Training Support Division. Receives calls, greets visitors, and in processes all personnel. Assist in the planning, coordinating and execution of all social activities within the Division. Maintains supervisor's calendar and schedules appointments. Uses word processing software to prepare a variety of documents from written material, brief instructions, and/or voice recordings. Assembles, prepares and submits office reports of staff time charges, and maintains personnel time cards. Prepare and distribute flyers, letters, calendars and newsletters. Establishes and maintains personnel files and training databases for all staff members. Performs clerical duties to include word processing functions, type forms and maintain files. Prepares correspondence, reports and requests. Assure proper safekeeping, storage, and destruction of office records and computer output. Answers routine and non-technical requests for information such as status of reports, suspense dates. Maintain calendar of activities. Familiar with the sensitivity of visiting dignitaries and their cultural and religious background. Provides administrative support to TSD to include Supply, Devices, Crew, Range, MOUT, TSC, and Airfield. Maintains and updates the Employee Database and files, review and schedule time off requests, in-process new hires, and distribute all incoming and outgoing mail. Serves as the Forms Control Officer ensuring that all files, records, and reports are in accordance with applicable regulations including ISO-9000. Serves as the Key Control Officer and Point of Contact for facilities maintenance. Familiar with the current military requirements and have become knowledgeable of IAP functions and activities.

06/2007 to 06/2007 Work Reception Clerk, IAP Fort Irwin, CA. Training Support Division Supervisor: Les Hughes, (760) 380-4319. 40 Hours per Week. Work Reception Clerk received and logged approved work requests and provided customer service and advice in a proficient and professional manner. Composes correspondence on administrative support or clerical functions of the office. Worked directly with soldiers to ensure all training requirements were met in a timely and accurate manner. Established and maintained logs, files, and records, as well as monitor and control all work orders from receipt through completion and delivery. Verified authorization for approved requests and coordinate all modifications to work orders which impact any changes to the request. Worked independently receiving minimal supervision and guidance and performed clerical and administrative duties relative to the operation of the Training Support Division. Prepared administrative reports and compiled data for a variety of reports as required.

05/2007 to 05/2007 Secretary/Accounts Payable, Jones Seed Company Lawton, OK. Owner/Manger: Darrell Jones, (580) 248-0051. 40 Hours per week. Held two positions as Secretary and Accounts Payable Clerk. Duties included bookkeeping, records management, and document formatting. Responsible for a variety of duties including verifying receipt of materials and matching invoices, ordering grains and office supplies, coordinating delivery of grains and verifying receipt. Ensured quality control standards were met by reviewing the grains that were received. Familiar with entering invoices and check requests into accounting software and organizing bill payments. Printing checks and ensuring that they were done so in a timely manner was essential. Familiar with administrative office procedures including handling mail, email, answering phones as well as serving as the receptionist. Appropriate filing systems were maintained and proficiency with MS Office Suite; Word, Publisher, Excel, Power Point and Access was learned.

01/2006 to 06/2006 Teller, Liberty National Bank Lawton, OK Supervisor: Dede Armes, (580)351-2265. 40 Hours per week. Responsibilities included cashing checks, accepting deposits and loan payments, and processing withdrawals, doing all accurately. Attention to detail and work quickly and efficiently with customers and money. Sold Savings Bonds, Certificates of Deposit, and Money Orders. Became comfortable handling large amounts of cash and working with computers. Familiar with bank procedures and regulations. Balanced my drawer as well as the vault on a daily basis and assisted other tellers in balancing their drawer when there was an error.

01/ 2005 to 11/2005 Teller/Data Processor, First National Bank of Davis Davis, OK Supervisor: Eve Putman (580) 369-2327 40 Hours per week. As the Data Processor responsibilities included sorting checks, balancing general ledgers, and balancing and encoding checks. Requirements required detail orientation and very familiar with 10-key. I ordered cash to fill the vault and balanced the vault daily. I was a back up teller which required me to be familiar with all teller responsibilities and duties. I prepared checks to be sent to the Federal Government for processing. I prepared data for the bank to balance on a daily basis.

02/2001 to 09/2004 Assistant Manager, Sonic Drive-In Davis, OK Supervisor: Randy Hamilton (405) 207-8768 40+ Hours per week. Responsibilities as Assistant Manager included the overall operations of the establishment. I was responsible for ordering food, overseeing staff, and maintaining health, safety and sanitation levels. Ensured that service to customers was at an excellent level. I was responsible for clerical and financial duties such as handling large sums of money and taking inventory. Handling problems and coping with the unexpected was a normal daily task. Maintained uniform quality and provided fast, efficient service. I was responsible for interviewing and selecting prospective employees. Trained many employees and verified that their training was kept current.

**EDUCATION**

61 College Hour Credits, Continuing Business Degree, 3.61 GPA, Barstow Community College, California

Honor High School Graduate, 2003, 3.7 GPA, Sulphur High School, Oklahoma

**AWARDS**

Certificate of Achievement and Coin of Excellence from Fort Irwin Garrison Commander, COL Jim Chevallier, for Excellence in Customer Service during February 2009.

Certificate of Appreciation from Rotational Unit at Fort Irwin for Supporting Rotational Troops

Certificate of Appreciation from IAPWS for a job well done during 06/2007 to 12/2009

Who’s Who Among High School

Principle’s Honor Roll

Governor’s Honor Roll

Employee of the Month for IAP World Services during February 2008.

Employee Recognition Nominee for IAP World Services during January 2008.

**LICENSES/CERTIFICATES**

DOD Civilian Contract Position Background Check for Position of Trust.

**OTHER EXPERIENCE**

Excellent customer service, team player, work with minimum supervision, handles stress well, also very skilled in decision making, management, supervision, auditing, administration, communication, personnel training, planning and controlling, advising, listening, interviewing, advocating, deligating, managing, teaching, resolving conflicts, oral communication, guiding, analyzing facts, record keeping, compiling, information, budgeting, work with classified information, technical skills, Microsoft, PowerPoint, Microsoft Word, Microsoft Excel, integrity does what it right-legally and morally, strong work ethic, determination, leadership ability, resourcefulness, ability to quickly absorb, process and retain information, leadership skills, briefing skills, team leader skills, work well under pressure. Ability for planning, developing, implementing and administering the installations/activities Information, Referral and Follow up Programs. Ability to determine the nature of problems; identify social and psychological factors. Knowledge of “intake evaluation” that includes financial issues, medical problems, marital difficulties, educational or behavioral problems to include those problems exhibited by children, job functions, and relocation adjustments. Knowledge of the social and behavioral sciences.

Point of Contact and Assistant Family Readiness Group Leader for 1/11 HHT Support Platoon. Assists in planning of monthly FRG meetings and all FRG social gatherings. Received Certificate of Appreciation of Troop Commander (4/2008) and Certificate of Appreciation from Squadron (2/2009). Assists in implementation and maintenance of family support services for family members separated from the military sponsor due to mobilization/deployment and training efforts, or other duty requirements. Assists in preparation and coordination of briefings, orientations, and workshops to inform soldiers and family members of the Family Readiness Program and deployment/reunion issues. Provided emotional and moral support to over 30 families. Established processes to help with crisis management. Planned and coordinated empowering training seminars on the areas of leadership, education, and career endeavors. Served as catalyst to help families obtain any critical information to include special events and military information.