

# AARON JONES

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## CORE COMPETENCIES

Human Resource Management; Human Resource Operations; Human Resource Policies, Procedures, Practices, and Regulatory Standards; Personnel Administration; Recruiting; Interviewing; Onboarding; Training; Development; Mentoring; Coaching; Team Building/Leadership; Supervision; Performance and Program Evaluation; Performance Recognitions; Corrective/Disciplinary Actions; Staffing Needs Assessment; Resource Planning; Strategic Planning; Goal Setting; Program Development/Administration; Project Management; Presentations; Briefings; Executive Advisement; Verbal Communications; Written Communications; Relationship Building; Cross-Functional Collaboration; Logistics; Research and Analysis; Problem Solving; Information Systems; Security; Confidentiality; Military NCO

## PROFESSIONAL EXPERIENCE

### US Marine Corps; March 2014-Present

October 2020- Present

Marine Corps Security Forces Training Company-Chesapeake, VA

Hours per Week: N/A

Salary: N/A

Supervisor: Captain Elliot; Phone: 603-305-7234; May Contact

#### **Staff Non Commissioned Officer in Charge at Marine Corps Security Forces Training Company**

Steer instruction, training and administration of operations spanning physical security, tactics and combat weapons. Expertly mentor and develop instructors to achieve optimal performance and ensure compliance with annual training requirements. Maintain instructor qualifications and drive progression while addressing and resolving deficiencies and reinforcing strengths. Strategically coordinate all class logistical support to maximize results.

July 2017-October 2020

Recruiting Station-Richmond, VA

Supervisor: Sergeant Major Cruz; Phone: 760-846-5821; May Contact

Hours per Week: 60+

Salary: E-5-E7

#### **Recruiter/Station Commander**

Upon successful completion of Basic Recruiter School, promoted to oversee operations of several recruiting stations. Led team to achieve aggressive monthly and annual objectives. Expertly employed and managed all systematic recruiting components and programs. Directly trained recruiters to boost product knowledge, interview and presentation skills and bottom-line sales/recruitment performance. Provided hands-on assistance in developing optimal plans for attaining and surpassing goals. Strategically planned and coordinated broad-scope operational, administrative, logistical, and family readiness functions. Consistently maintained high-level integrity in managing confidential and sensitive information. Meritoriously promoted to Staff Sergeant and Gunnery Sergeant while on recruiting duty.

3BN 3<sup>rd</sup> Marines Corps Base Hawaii-Honolulu

Hours per Week: 40+

Salary: E1-E5

Supervisor: N/A – no longer available

**Mortarman/Squad Leader/Platoon Sergeant**

Rapidly progressed to hold accountability for training, morale and health of 60-member Mortar Platoon; included maintenance, accountability and effective utilization of all assets.

Successfully counseled and developed Marines and NCOs to become competent leaders; included defining and implementing corrective actions to improve performance.

Entrusted with managing \$2.5M in assigned weapons, night observation devices, communications equipment, and individual equipment, including 7 HMMWVs and 8 Mortar Systems. Maintained top combat readiness under challenges of changes in personnel and conditions. Expertly advised Mortar Platoon Commander, Operations Officer and Battalion Commander on tactical and technical operations.

## **EDUCATION**

Old Dominion University

Degree: Bachelor of Science-Business Administration

Earned: N/A; 2021-present/in progress-pending May 2023

GPA: 3.3

Credit Hours Earned: N/A

North Carolina Agricultural and Technical State University

Major: Social Work

Dates: 2011-2013

GPA: N/A

Credit Hours Earned: N/A

## **SPECIALIZED TRAINING**

Advance Course; October-December 2020

Career Course; June-September 2018

Basic Recruiters School; April-June 2017

Honors Graduate, Sergeants School; January-February 2017

Honors Graduate, Corporal Course; January-February 2016

Primary Occupation Mortarman, School of Infantry East; January-March 2014

Marine Corps Recruit Training-Parris Island, SC; September-December 2013

## **AWARDS**

Meritorious Promotion to Staff Sergeant and Gunnery Sergeant

Navy and Marine Corps Achievement Medal (x3)

Navy and Marine Corps Commendation Medal

3<sup>rd</sup> Marine Division Marine of the Year