

Omar J. Campbell
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SECURITY CLEARANCE: Current Secret Clearance

PROFESSIONAL SUMMARY:

Exemplary communicator with proven administrative and postal expertise. Key competencies including: analytical and critical thinking, leadership, relationship management, and ethical practice. Seven years of commendable military experience as a Human Resources Specialist, Mail Clerk and Personnel Accountability.

PROFESSIONAL OBJECTIVE:

KEY QUALIFICATIONS:

- Mail Clerk Training
- Trustworthy Companion
- Reliable
- Efficient and reliable team player
- Microsoft Word and Excel Proficient
- Organized
- Critical thinker
- Analytical skills

UNITED STATES ARMY

Human Resources Specialist

February 2013 – September 2020

Ft. Bragg, NC

- Maintained BNS1 NCOIC positions in Hawaii and FT Sill ensuring personnel documents regarding corrective actions, promotions, and awards were processed and HR Metrix was updated.
- Trained and supervised a staff of 5 employees on processes while maintaining and improving systems of a Battalion S1.
- Proof-read and revised policies and memorandums for the organization daily, prior to distribution.
- Developed and trained Soldiers on automated tracking system that helped process action's and improve the organization.
- Demonstrated high standards of performance, including teamwork, communication and compassion.
- Strictly protected the confidentiality of all information related to employee documentation.

US ARMY

Postal Clerk

September 2014 – June 2015

Kamp Bondsteel Kosovo

- Organized the mail flow process.
- Processed Redirect mail through the APO
- Distributed mail to military personnel in deployed environment.
- Maintained Accountability of all mail processed through the APO
- Assisted in customer service by working the register and send mail out to other APO's

EDUCATION AND SPECIAL TRAINING:

Advance Leaders Course
Ft. Jackson, South Carolina

Advanced Individual Training
Ft. Jackson, South Carolina

Combat Life Savers Course

Basic Combat Training
Ft. Jackson, South Carolina

High School Diploma
Towers High School
Decatur, GA

Currently attending ECU to
Attain a Bachelors of science in Biology