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SIMONE FREEMAN

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Summary

Highly motivated professional with experience in the Federal Government Sector. I'm looking to grow my knowledge and experience while offering the best of my abilities. I believe my qualifications would make me a great candidate for your team.

Skills

Microsoft Office Suite 365 (Power Point, Excel, Access, Word, Outlook, Teams)
Office Administration

DocuSign
ADP Workforce Now (HRIS)
Adobe Acrobat Pro
Records Maintenance

Experience

U.S. Coast Guard Community Services Command | Chesapeake, VA
Human Resources Assistant (Developmental) NF-0203-02
Supervisor – Victoria Council
10/2021 – Present

Aids in the Human Resources functions of training, recruiting, classification, and personnel record maintenance/auditing. Manages Mandated Training Status Reports. Sends notifications to Coast Guard employees on past due federal training. Utilizes data entry to track mandated training completion dates for the Regions and HQ (e.g., Civil Rights Awareness, Federal Cyber Awareness Challenge, DHS Travel Charge Card, and Purchase Card) in Excel spreadsheets. Completes preliminary screening of candidates to determine the best fit and qualifications for open positions. Completes reference checks, and schedules interviews for the hiring manager with potential job candidates. Performs a wide range of general support work. Uses a personal computer to enter data, complete forms, and correct errors in Excel spreadsheets, Word documents, and Access database records. Assists with offsite recruiting events. Hosts virtual career fairs & handles registrations for job events. Responsible for posting and disseminating open positions on recruiting platforms, Coast Guard Spouse Clubs, College boards, Handshake, and online job boards (e.g., Indeed, Zip Recruiter, Alaska Native Hire, US Jobs, etc.). Aids in the eQIP investigation process by conducting background checks in the NP2 Portal and NBIS for employees. Prepare training manuals and Standard Operating Procedures (SOPs) for new staff as needed. Provides assistance in maintaining databases to ensure security files are accurate.

U.S. Coast Guard Community Services Command
Chesapeake, VA | Administrative Assistant
Receptionist NF-0303-02
Supervisor – Hannah Spring
09/2019 – 10/2021

Ensure completion of paperwork, sign-in, and security procedures for vendors, job candidates, contractors, employees, and guests entering the organization. Performed data entry and scanning procedures by converting physical paperwork to digital files and inputting the data into spreadsheets and reports. Updated Headquarter directories and phone rosters. Prepares, manages, and mails business cards and time-in-service awards for CG CSC Headquarters, Coast Guard Exchanges, Child Development Centers, and Morale and Wellness Recreation Center employees.

Performed front desk receptionist duties such as greeting visitors, answering questions, and taking inbound and outbound telephone calls. Orders/replenishes office supplies. Handles and sorts incoming/outgoing mail. Process mail shipments to USPS, FedEx Express. Assists with postage meter and log. Provides data entry in the development of records while maintaining files in Access databases by the proper format of SSIC, date, and document type. Provides support to Administration management by performing administrative duties such as setting up and maintaining command directives, spreadsheets, correspondence, and reports (e.g., memos, and letters). Ensures correct grammar, punctuation, and format. Used office equipment such as scanners, computers, fax machines, printers, and Adobe Acrobat Pro to edit documents. Assists with data entry of collection of checks for payroll. Occasionally lifts to 20 lbs. Highly qualified typist with 40 wpm.

Commander, Navy Reserves Forces Command | Norfolk, VA

Administrative Support Clerk (OA) | WRP Student Intern | Pay and Personnel Policy Division | GS-0303-04 Step 01 | DoD Secret Security Clearance

Supervisor – Donald 'Jason' Lowe

Summers of 04/2019 - 08/2019

Performed clerical functions on a wide range of organizational projects, correspondence logs, manuals, and filing systems. Utilized Navy-specific programs such as NSIPS, SharePoint, TWMS, SLDCADA, and HP Trim. Extracted and compiled data to create weekly, monthly, and annual reports, charts, and graphs. Established and updated spreadsheets, presentations, and tables to retrieve data on functional elements by the Navy Reserve Pay and Personnel Policy Division. Assisted in consolidating questions and developing a SharePoint site to function as an internal knowledge management repository. Was a critical key player in finding and interpreting data for eligible members for The Post-9/11 GI Bill. Ran various reports in the Navy Standard Integrated Personnel System (NSIPS) to identify sailors with unexcused absences in Calendar Year 2019. Maintains confidentiality in all aspects of the job.

Commander, Navy Reserves Forces Command | Norfolk, VA

Administrative Support Clerk (OA) | WRP Student Intern | Human Resources | GS-0303-02 Step 01 | DoD Secret Security Clearance

Supervisor – John Rowe

Summers of 05/2016 - 08/2018

Assisted Human Resource Specialists with Recruitment and Classification Specifications for the Navy Reserves Forces Command. Supported Human Resource Specialists with processing personnel actions, including reviewing personnel information for inconsistencies and maintaining office files. Uses office automation systems to complete tasks. Created tables, and percentage charts, and gathered employee data into spreadsheets for the Management Directive 715 (MD-715) to track effective Equal Employment Opportunity requirements for Civilian and Military members. Attends staff meetings and takes meeting minutes and notes. Assists with completing new hire paperwork and onboarding packets. Aided with Position Description maintenance, while ensuring their accuracy with Navy regulations.

Tidewater Community College

Open Door Project | Norfolk, VA

Administrative Assistant | Student Worker

Supervisor – Willette Hackney-Davis

02/2017 - 05/2017

Assisted with greeting and directing students to the proper personnel. Filed correspondences and records. Established and maintained effective working relations with all Open-Door Advisors. Knowledgeable of student information systems. Provided administrative assistance to the advisors. Created and maintained student records in accordance with TCC requirements. Answered incoming calls, took reliable messages, and routed them to appropriate staff. Provided periodic reports. Provided courteous customer service. Performed other duties as assigned.

Tidewater Community College

Math Tutoring Lab | Norfolk, VA

Administrative Assistant | Student Worker

Supervisor – Wendy Pollard-Boyle

10/2015 - 04/2016

Performed administrative duties such as creating and entering student data from the Tutor/SI checklist into a database spreadsheet. Maintained inventory by assigning and monitoring lab resources for students who used the tutoring centers. Answered and directed calls, took and relayed messages for the TCC tutoring staff. Communicated student inquiries and made appropriate referrals to tutors, facilitators, and coordinators at Tidewater Community College.

Education

Norview High School | Norfolk, VA | Graduated 06/2012

High School Diploma

Tidewater Community College | Norfolk, VA | Graduated 05/07/2018 (Cum Laude) GPA: 3.412

Associate of Applied Science Degree in Administration Support Technology

Old Dominion University | Norfolk, VA | Senior (In progress; Expected Graduation Date: December 2024) GPA: 3.47

Bachelor of Science Degree in Occupational & Technical Studies, Concentration: Training Specialist

Honors and Certifications

Certified Notary, Norfolk, VA – 2022

Certified First Aid/CPR/AED – 2022

Tidewater Community College, President's Honor Roll – 2017-2018

Phi Theta Kappa Honor Society Member 2017 - Present

Degree: Career Studies Certificate - Administrative Assistant; Awarded 05/08/2017

Norfolk Technical Center - Graphic Imaging Technical Certificate, Awarded 06/2012

National Technical Honor Society Member 2012 – Present