


Dante Ramirez

Human resources assistant military

Military-experienced HR assistant with personnel and operations expertise

Veteran and HR assistant with over six years of experience in military administrative roles. Adept at handling sensitive personnel documents, managing records, and coordinating assignments in high-pressure settings.

CONTACT

 (000) 000-0000

 email@example.com

 LinkedIn

 Fort Bragg, NC

KEY SKILLS

- Army personnel management
- Confidential document control
- DD Form 214 processing
- Leave and earnings statements
- Military HRIS systems
- Service member onboarding
- Uniform Code of Military Justice (UCMJ) documentation

PROFESSIONAL EXPERIENCE

HUMAN RESOURCES ASSISTANT (CIVILIAN ROLE) | U.S. ARMY TRANSITION OFFICE, FORT BRAGG, NC
FEBRUARY 2021 – PRESENT

- Assist retiring service members with employment documentation and benefits enrollment
- Maintain accurate personnel records for over 300 transitioning military personnel
- Educate soldiers on civilian HR processes and benefit systems

HUMAN RESOURCES SPECIALIST (MOS 42A) | U.S. ARMY, VARIOUS LOCATIONS
AUGUST 2014 – JANUARY 2020

- Processed military leave, assignments, and evaluations for units of 250+ soldiers
- Supervised three junior clerks in documentation accuracy and record integrity
- Coordinated personnel movements for overseas deployments

EDUCATION

- Associate of Applied Science (A.A.S.) in Human Resource Management
Fayetteville Technical Community College, Fayetteville, NC | December 2020