

Jesse Kendall

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FINANCIAL MANAGEMENT

Bilingual and performance-driven professional with extensive experience in finance, strategic planning, and analysis. Collaborate across the organization in the management of high net worth divisions. Strategic thinker with expertise in multimillion dollar financial administration. Solid strengths in forecasting, performing risk assessment, and return evaluation. Fluent in Spanish.

PROFESSIONAL EXPERIENCE

CONNECTICUT ARMY NATIONAL GUARD, New Britain, CT

20xx – 20xx

Financial Management Technician (20xx): Processed payroll and payment transactions for National Guard units. Managed mobilization orders, payroll status changes, property loss and damage, bonuses, reimbursements, garnishments, disability pay, travel payments, and other functions. Ensured compliance of all activities with federal and military regulations. Evaluated and approved eligibility. Utilized automated pay systems. Investigated and resolved issues.

- Maintained 100% accuracy for all mobilization-related processing.
- Recognized for meeting all deadlines and goals even while in field.
- Improved efficiency by re-engineering reject and grade change reports to streamline workload.

Military Pay Technician (20xx – 20xx): Reviewed and audited a full variety of pay actions processed by military pay clerks. Examined, processed, and audited complex pay accounts/transactions while developing the ability to interpret and apply laws, rules, regulations and procedures applicable to pay processes. Maintained of pay systems and related databases. Directed pay actions for incapacitation and disability severance compensation, student loan repayment program, bonuses, incentive payments, and allowances.

Recruiting & Retention NCO (20xx – 20xx): Carried out recruiting of personnel for US Army. Performed marketing and advertising to acquire new recruits. Developed effective marketing collateral, including direct mail and event presentation materials. Planned and delivered presentations at community events and schools. Interviewed applicants. Initiated eligibility testing and investigations. Evaluated applicants and approved for enlistment. Monitored progress of recruits for up to one year until entry into basic training. Conducted preliminary training.

- Increased recruitments by establishing relationship with local Job Corps office.
- Successfully initiated marketing efforts with three previously unserved local schools.
- Produced 300% increase in recruitments and led office to Top 10 in Nation status.
- Planned and led wide variety of community activities to increase office visibility.

US ARMY, US & Overseas

20xx – 20xx

Served as an Automated Logistics Specialist, Iraq (20xx – 20xx), and as a Tools & Parts Attendant, Department of Defense (20xx – 20xx).

EDUCATION & TRAINING

Bachelor's Degree in Finance, XYZ University, New Britain, CT, 20xx

TECHNICAL SKILLS

Windows, MS Office, SAMS, SARSS, ULLS-G, PLL/TAMMS, DJMS, RUMBA, DYNA COM, DBIW, SIDPERS, MILPAY, AFCOS, HP Smart Term, and other skills

AWARDS & RECOGNITION

Army Commendation Medal / National Defense Service Medal / Global War on Terrorism Expeditionary Medal
Global War on Terrorism Service Medal / Armed Forces Reserve Medal / Army Service Ribbon
Combat Action Badge / Silver Star of Excellence