

James A. Presley
3 Appletree Dr. Brunswick, ME 04011
207-729-3046
ascset2008@aol.com

Objective Seeking Human Resource/Management position where my more than 15 years of human resource, management and leadership experience will add value.

Profile Strong human resources background includes: applicant screening; employee orientation, evaluation and placement; safety and training; and benefits planning. Experienced in developing and implementing new safety, training, and employee orientation programs.

Work Experience

Senior Leadership Advisor, US Navy *September 2001-current*

- Managed all human resource activities for staff of 350 personnel working in 9 departments for an aviation maintenance activity with an annual operating budget of \$3.8 million dollars.
- Conducted employee performance evaluation counseling, which allows for improvement on identified problem areas before final evaluation.
- Prepared confidential material for grievance, exception to policy packages and other personnel-related correspondence.
- Maintained long term customer relationships and acts as primary liaison between employees and outside vendors.
- Ensured compliance and consistency of company policies, procedures, and best practices, resulting in optimum mission success.

Production Control Supervisor, US Navy *November 1996-September 2001*

- Directed the planning and execution of overall aviation maintenance effort in support of 12 aircraft and over 180 maintenance personnel, while supervising multiple projects simultaneously, consistently ensuring successful results.
- Managed a Classified Material Security account with an operating budget of over \$1.5 million dollars, with zero incident reports filed.
- Delegated duties to departmental supervisors and monitored production efficiency to meet schedules.
- Developed strong employee rapport being recognized for motivational and mentoring skills.
- Coordinated, scheduled, and evaluated all outside maintenance training requirements.

Training/Quality Assurance Supervisor, US Navy

*March 1993-
November 1996*

- Training Coordinator, with direct supervision of 12 instructors. Directed the teaching/learning activities in schools' training centers and wrote learning objectives, test items, and evaluated instruction, while counseling students on academic learning problems.
- Supervised Quality Assurance department, with direct supervision of 10 personnel. Ensured compliance with governing manuals and instructions of quality maintenance practices, while ensuring strict safety compliance.
- Taught the Department of the Navy's Total Quality Leadership/Management training course, providing effective and efficient maintenance management practices to upper level Department of the Navy civilians and active duty personnel

**Qualifications/
Certifications**

Current TOP SECRET SCI (Sensitive Compartmented Information) dated February 2008
Certified Master Training Specialist/Instructor
Naval Aviation Maintenance/Material Control Administrator
Naval Aviation Quality Assurance Program Administrator
Microsoft Office, Word, Excel, and Power Point