

Victoria Mitchner

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Ability Summary: Microsoft Office Suite, Mediation & Advocacy, Equal Employment Opportunity Policies, Human Resources Policies & Procedures, Training Records Management, Recruitment & Retention, Employee Relations, Alternative Dispute Resolution (ADR), Family Readiness Liaison (FRL), Benefits Administration, Office Administration, Training & Development, Performance Management, Organizational Development, Medical Records Management, Project Management, Management Coaching, Logistics Management.

EXPERIENCE

ROMEO BRAVO, Rockledge, FL — *Owner/Founder*

APRIL 2018 - PRESENT

The scope of my business is to provide employment services to veterans and their dependants. Services will include resume review and feedback, job fair information by state, employer direct job postings, veteran information blogs, and the latest VA updates. Web implementation is currently in the beginning stages but the site is expected to go live in the Summer of 2018.

Brevard County Board of County Commissioners / Office of Human Resources, Viera, FL — *Personnel Officer*

OCTOBER 2015 - APRIL 2018

- Recruits applicants for a broad spectrum of classifications
- Develop, implement and maintain the County's employment program
- Process job requisitions, ensuring positions is allocated and budgeted
- Prepares revisions of job classification descriptions as changes occur
- Write recruitment advertisements for publications and websites
- Review applicant list with appointing authorities for use in hiring
- Arrange pre-employment physical examination and drug screening
- Conduct formal job offers and salary negotiations
- Schedule applicants for new employee processing
- Conduct new employee processing as an alternate
- Provide employment counseling to applicants and employees
- Interpret County Merit System Policies and Procedures as requested
- Serve as a liaison with Florida Department of Veteran Affairs (FDVA)
- Process promotion, demotion, transfer, and retirement actions
- Advise on employees on benefit compensation (FRS, insurance, etc.)

Brevard County Board of County Commissioners / Public Works Administration, Viera, FL — *Office Assistant*

MARCH 2015 - OCTOBER 2018

- Process legal and other documents requiring diversified procedure
- Assembly and distribute approved board agenda items
- Examine statistical, technical and complex reports for accuracy
- Maintain and process payroll timesheets for staff

SKILLS

Personnel Management

Social Perceptiveness

Judgement & Decision Making

Time Management

Consensus Building

Negotiation

Project Management

System Analysis

Written/Oral Comprehension

Interpersonal

TRAINING

HR Law

Discipline & Termination

Performance Management

Workplace

Violence/Stress/Diversity

Emergency Food & Shelter Program

FEMA Public Assistance Program

Mitigation eGrants Internal System

National Incident Management System

NIMS Multiagency Coordination System

Sexual Harassment Awareness

7 Habits of Highly Effective People

United States Army (Reserve), Various Locations – Human Resources / Training Operations Manager

SEPTEMBER 2007 - NOVEMBER 2016

- Advise on strength levels and status of personnel
- Establish mechanisms for administration coordination
- Foster and maintain dialog with civilian aid agencies for relief assistance
- Provide administration coordination for political-economic structures
- Serve as Family Readiness liaison
- Personnel review to determine deployability readiness
- Responsible for data input and review into multiple HRIS systems
- Resolve grievances and investigate other EO related issues
- Analyze turnover and retention rate
- Supervised and provided career guidance to subordinates
- Approve travel orders for TDY travel of military personnel
- Conduct personnel onboarding and schedule required training

Department of the Army (Federal) / Office of Personnel Management (OPM), Various Locations – Unit Administrator

OCTOBER 2008 - SEPTEMBER 2013

- Serve as principal administrative assistant to Commanders
- Represent Commanders in coordinating unit preparation
- Direct and assign workload of all full time support personnel
- Review directives, policies and instructions from higher headquarters
- Advised Commanders on administrative actions to implement changes
- Responsible for internal control management program to avoid waste
- Represent Commanders for public and community affairs
- Provide administrative expertise and assist assigned personnel
- Review civilian and military personnel related correspondence
- Schedule assigned personnel physicals and dental examinations
- Review personnel and financial reports, identifying any deficiencies
- Ensure accurate accounting and reporting systems are maintained
- Review all correspondence, publications, forms and military orders

EDUCATION/CERTIFICATION

Capella University, Online – Business Administration (MBA)

December 2017 - Currently Enrolled

Kaplan University, Fort Lauderdale, FL – Legal Studies (BS)

Human Resources Certificate, Department of the Army

HIPPA Senior Management & Privacy Act Certificate, Dept of Defense (DOD)

USAR Unit Administrator Certificate, Department of the Army

USAR Pay Administrator Certificate, Department of the Army

Medical Line of Duty Certificate, Department of the Army

Logistic Specialist Certificate, Department of the Army

Company Team Leader Certificate, Department of the Army

CIVIC ENGAGEMENT

President, NAACP Central Brevard County Branch (past)

Vice President, NAACP Central Brevard County Branch (past)

Economic Development Chair, NAACP Central Brevard County Branch

Labor & Industry Chair, NAACP Central Brevard County Branch

Legal Redress Chair, NAACP Central Brevard County Branch (past)

Veteran Affairs Chair, National Congress of Black Women - NCBW

Member, Society for Human Resource Management – SHRM

Member, National Association of Professional Women – NAPW