

ADAM LANE, M.B.A., P.M.P.

HUMAN RESOURCES SPECIALIST

PERSONNEL MANAGEMENT | TEAM LEADERSHIP | PROGRAM DEVELOPMENT

Offer senior-level human resources (HR) experience with a Master of Business Administration and proven success in strategic HR planning, policy administration, and employee relations.



- **EXPERT HR STRATEGIST** ready to launch new HRIS and performance management systems, streamline benefits, recommend policy changes, and enhance employee programs.
- **PROVEN LEADER & INFLUENTIAL PRESENTER** able to strategically coordinate complex HR operations and expertly balance and prioritize multiple responsibilities. Develop and mentor a cohesive, results-oriented team.

KEY COMPETENCIES

- Team Building & Training
- Performance Appraisals
- Policy Development
- Employee Relations
- Risk Management

PROFESSIONAL EXPERIENCE

UNITED STATES ARMY; various domestic and international locations 1992 – Present

PERSONNEL MANAGER (2008 – Present)

Manage organization-wide human resources for 28 departments with 486 employees, including administering programs, performance appraisals, and training. Mentor staff regarding professional development, assignments, and promotions. Interpret policies/procedures and advise on employee relations issues.

- **Improve staff productivity** by creating a positive work environment with strong internal communication.
- **Enhance team motivation and morale** by overseeing high-profile recognition and awards programs.
- **Maintain 100% accident-free status** by enforcing all safety regulations and focusing on risk reduction.

TECHNICAL ADVISOR, INFORMATION OPERATIONS (2006 – 2008)

Oversaw the logistical and administrative actions for 47 employees. Provided recommendations regarding the planning, preparation, employment, and impact of information operations within the division.

- **Coordinated an in-depth equal opportunity training program for all managers.**
- **Produced a high volume of intelligence summaries and reports to aid in strategic planning.**

OPERATIONS & TRAINING SUPERVISOR (2004 – 2006)

Administered professional training, operations, and support for 800+ soldiers and 54 civilians. Planned and coordinated all aspects of the safe departure and return of 2,500+ personnel during winter leave.

- **Directed the first annual off-site guidance and training session for 35 senior managers.**

PERSONNEL MANAGER (2000 – 2004)

Led organization consisting of 12 senior instructors and 1,200 students. Established a special population physical training program, resulting in 100% passing scores on the Army Physical Fitness Test (APFT).

- **Maintained high standards of operations and quality** while managing 30% initial personnel turnover.

EDUCATION & CERTIFICATION

Master of Business Administration; 2002
Bachelor of Science in Human Resources; 2000
TROY STATE UNIVERSITY; Troy, AL

Project Management Professional Certification; 2000
Project Management Institute