

COMBINATION RESUME SAMPLE #2

Rosa Martinez

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OBJECTIVE

A challenging position in industrial and labor relations for a results-oriented organization.

CAREER HISTORY

Fifteen years management experience in diverse organizations, including administration and personnel services, conference planning, equal opportunity and human relations, drug and alcohol abuse control, resources management, and training.

ACCOMPLISHMENTS

Management and Administration

- Developed an initial Equal Employment Opportunity (EEO) program that affected over 40,000 personnel and resulted in a decrease of social and racial tensions and problem areas.
- Advised top management on all aspects of employee development, performance, recruitment, and grievances for over 77,000 employees. Monitored affirmative action plan for the organization and improved minority education and employment.
- Developed policies related to drug and alcohol abuse control issues and evaluated their impact on performance and productivity.
- Wrote, prepared, and coordinated equal opportunity cases and reports. Conducted over 1,200 complaint clarifications alleging unlawful discrimination. Resolved 753 complex charges through investigation or negotiated settlement.

Training and Program Development

- Trained selected personnel to serve as managers in Equal Opportunity/Human Relations Education program. Researched and designed materials for 13 subject areas in organizational development.
- Created course objectives, lesson plans, and evaluation instruments for special technical training for social action career field merger. Developed a new unit on affirmative action plans.
- Authored and developed lesson plans for a course on the highly visible issue of sexual harassment, which was implemented across the organization.
- Consolidated training programs, which resulted in a reduction of five training days and an estimated \$288,000 savings in training costs.

RELATED WORK EXPERIENCE

Director, Human Resources Branch	Andrews AFB, MD	1992 – Present
Chief, Equal Opportunity Section	Hanscom AFB, MA	1988 – 1992
Counselor, Equal Opportunity	Hill AFB, UT	1984 – 1988
Instructor, Human Relations Section	Bitburg AFB, Germany	1980 – 1984

EDUCATION

Master of Arts, Communication, emphasis on organizational leadership
University of Southern California

Bachelor of Science, Business Administration
University of Southern California