



JACOB STEMMER, SPHR, PMP

847.555.5555

JStem@Notmail.com

LinkedIn.com/fake/JStem

PERFORMANCE-OBSSESSED HUMAN RESOURCES LEADER | DIRECTOR / VP-LEVEL ROLES

EMPOWERING EVERY EMPLOYEE TO SUCCEED WITH THE BEST POSSIBLE RESOURCES, PERSONAL SUPPORT, AND GOAL-CENTERED TRAINING PROGRAMS.

Respected for identifying win-win opportunities, turning around underperforming organizations, and progressing people beyond their comfort zones to achieve unprecedented results. History of designing training strategies that dramatically improve employee skillsets, regulatory compliance, and operational effectiveness. Talented at counseling and advising executives. Experienced in developing HR policies, procedures, and guidelines. Committed to maximizing staff retention, morale, and performance. Career highlights include:

Maintained 98%+ Employee Engagement | Merged 4 HR Teams, Adding 300 Employees | Improved Compliance & Safety Audits
Managed 850+ FTEs & Budgets of \$145M | Increased Organizational Effectiveness 18% | Boosted Employee Satisfaction 24%
Raised Employee Morale Score 23% | Shrank Onboarding Time 22% for 150 FTEs | Earned MSc, MA, SPHR, & PMP

PROFESSIONAL EXPERIENCE

US Navy, Great Lakes, IL

10/2001 to Present

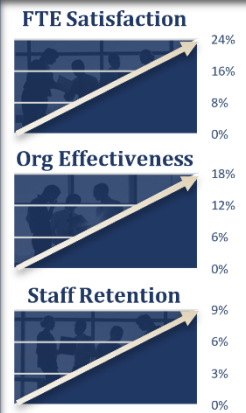
Senior Human Resources Director | Title: Executive Officer

04/2019 to Present

USS FERRY: 16 Direct Reports | 60 Indirect Reports | 850 Internal Employees | \$145M Operating Budget

Foster a winning organizational culture and strategize action plans that improve employee engagement. Position all existing/potential leaders to excel by delivering organization-wide development programming, education, and coaching. Practice active listening and modernize the managerial approach. Provide conflict resolution and execute disciplinary procedures.

- **Boosted employee satisfaction 24% and employee retention 9%.** Executed 3 organization-wide surveys and focus groups to measure employee satisfaction, culture, and safety metrics.
- **Improved organizational effectiveness 18% across 6 key performance indicators (KPIs),** including training, personnel performance, and staff retention, while enhancing overall organizational climate.
- **Shrank onboarding time by 22% for 150 employees** by streamlining new-hire orientation and standardizing processes.
- **Lowered annual evaluation costs by 33%** and raised employee evaluation satisfaction by 12%. Enhanced quality of evaluations by introducing accountability models and employing HRIS tracking.
- **Oversaw verification of 288 employees,** performing background, professional, and credit checks.
- **Increased program manager diversity 10%** by championing diversity and inclusion (D&I) initiatives.
- **Ensured no unplanned vacancies** through succession planning and leadership development.
- **Maintained 98%+ employee engagement scores,** the highest among 6 ships.



Maximized employee retention and satisfaction by designing processes, 360° feedback sessions, and personal roadmaps to optimize performance, goal attainment, and work/life balance. Managed equal opportunity employment (EOE) activities and focused on D&I while hiring civilians. Created sound personnel policies, ran mentorship/development programs, and strategized succession plans.

Coached and trained 4 supervisors, including a future Employee of the Year.

Human Resources Director | Title: Director

08/2014 to 04/2019

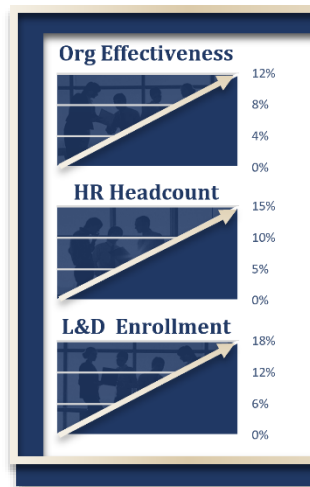
Great Lakes Naval Station: 12 Direct Reports | 45 Indirect Reports | 2,200 Internal Employees | \$26M Operating Budget

Directed diverse team comprised of civilians, contractors, military personnel, and union workers at training facility that provides learning and development (L&D) to 4,800+ employees/year. Delivered in-person training exercises, including simulations and gamification, that replicate real-life scenarios with a remarkably high degree of realism. Continually improved courses by leveraging real-time feedback and making lessons consistent around the world.



Great Lakes Naval Station | Accomplishments:

- **Grew headcount of HR department by 15%.** Determined future staffing needs to inform and successfully execute the organization’s entire talent acquisition strategy.
- **Seamlessly blended 4 disparate HR teams while adding 300 employees.** Acted as strategic partner and harmonized organizational cultures during merger that added 3 locations.
- **Boosted organizational efficiency/effectiveness by 12%** through new employee development, coaching, and human resources information systems (HRIS) strategy. Eliminated task duplication while rewriting 9 job descriptions.
- **Increased training enrollment by 18%** after implementing high-value HR training and process improvement programs. Lowered costs 15% by employing synchronous/asynchronous instructions, e-learning solutions, and high-tech simulations.
- **Realized 0 recordable safety incidents over 2+ years** despite high-risk exercises by instituting employee safety committee. Ended years-long record of 1-2 injuries/quarter and attained the first perfect audit scores in the organization’s history.



Senior Manager of Human Resources | Title: Commanding Officer

05/2011 to 08/2014

USS EAGLE (Bahrain): 7 Direct Reports | 38 Indirect Reports | 1,200 Internal Employees | \$38M Operating Budget

Steered HR and talent strategy. Ensured complete regulatory compliance with federal/state employment laws. Created L&D programs. Successfully eased 83 employees back into the US after completing 18-month overseas assignments. Designed and delivered comprehensive repatriation/integration program that included driver license updates, marriage retreats, and cultural programs.

- **Grew HR headcount 18%, boosted productivity 15%,** and kept all 38 positions filled during organizational restructuring.
- **Accelerated employee onboarding/orientation 18%** after creating extensive training programs for 56 employees.
- **Maintained, enhanced, and improved internal promotion of employee benefits programs,** including compensation, health insurance, expenses, vacation, and other personnel packages.
- **Improved employee morale 23% year-over-year (YoY) and accelerated organizational performance** by creating action plans and refining standard operating procedures (SOPs).
- **Discreetly conducted 12 sensitive investigations** regarding allegations of wrongdoing, sexual harassment/assault, safety mishaps, and terminations.

Human Resources Generalist / Manager | Title: Department Head, US Navy

06/2001 to 05/2011

Various Locations (HI, CA, TE, Iraq, Afghanistan): 1-5 Direct Reports | 25-80 Indirect Reports | \$1M-\$2M Operating Budgets

Collaborated with top executive leaders and key stakeholders to ensure human capital strategies are leveraged to support direction and growth of the organization. Coached and mentored supervisors on HR policies and programs.

- **Directed talent acquisition program for 400+ employees.** Developed job postings and applicant screening processes.

EDUCATION & CREDENTIALS

Master of Science (MSc), Enterprise Management (Summa Cum Laude)
Naval Postgraduate School, Monterey, CA, 05/2009

Bachelor of Science (BSc), Diplomacy and Military Studies (Summa Cum Laude)
Hawaii Pacific University, Honolulu, HI, 05/2001

“His infectious, no-nonsense yet positive attitude coupled with his extraordinary ability and vision drove USS Ferry’s operational dominance.” – Performance Review

- CERTIFICATIONS:**
- **Senior Professional in Human Resources (SPHR), Human Resources Certification Institute (HRCI), 07/2022**
 - **Project Management Professional (PMP), Project Management Institute (PMI), 01/2009**

AFFILIATION & TECH SKILLS

MEMBERSHIP: Society for Human Resource Management (SHRM), 07/2022 to Present

TECHNICAL SKILLS: Microsoft Office (Word, Excel, Outlook, PowerPoint) MS Teams, Zoom, Paycor, Ceridian

Résumé Strategy

Jacob had enjoyed a 20+ year career in the U.S. Navy within a human resources capacity. He directed human resources on various United States ships and at a highly advanced naval training facility.

His next career goal is to find a high-level HR position within a civilian company. When I developed this résumé, he had no immediate prospects, and wasn't planning on using this résumé for another six months. In the meantime, he wanted a document that was keyword rich and industry agnostic.

To make his résumé seem as civilian as possible, I designed a header that featured people in a corporate environment and added his professional credentials behind his name.

His introduction focuses on Director and VP-level HR positions using civilian language to promote all of his top accomplishments.

I tried to mention the United States Navy as few times as possible, and visually downplayed the names of the ships and facilities he worked for. I wrote large, bold equivalent job titles, followed by smaller, exact job titles to clarify his level of leadership without trying to intentionally mislead potential employers.

For each position, I added the full name of the employer (US Navy) – as well as the location – in white, invisible font so that when the client uploads this document online, all of the proceeding boxes populate easily and correctly. The main “US Navy” header is an image that will disappear in ATS, as is the next page’s “Accomplishments” line.



Maximize employee retention and satisfaction by designing processes, 360-degree feedback, and coaching to the help optimize performance, goal attainment, and work/life balance. Monitor and report on HR activities and focus on diversity and inclusion (D&I) while hiring and developing talent. Implement mentorship/development programs, and strategize succession plans.

Coached and trained 4 supervisors, including a future Employee of the Year

Human Resources Director | Title: Director, US Navy, Great Lakes, IL

Great Lakes Naval Station: **12 Direct Reports** | **45 Indirect Reports** | **2,200 Internal Employees**

Steer diverse team comprised of civilians, contractors, military personnel, and union workers. Oversee training and development (L&D) to 4,800+ employees/year. Deliver in-person training exercises and simulations to replicate real-life scenarios with a remarkably high degree of realism. Continually improve training and make trainings consistent around the world.

These formatting techniques will save the client time in copying/pasting company names and locations, or prevent job descriptions from getting confused in older applicant tracking systems (ATS).

By creating navy blue lines with bold face fonts at the beginning of each job description, I highlighted the enormous and progressive scope of his promotions.

This résumé is completely ATS-friendly with all headers, footers, sub-headers, icons, call-out boxes, and graphs created as PNG images that disappear in the systems.