

Nils R. Galeano
Human Resources Administration Specialist
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Professional Summary

Dynamic leader with a proven track record in comprehensive Human Resources (HR) management, legal expertise, and project management. Dedicated and detail-orientated HR Manager with over 10 years of experience in administrative operations and personnel management. Experienced HR manager handling high priorities in a fast-paced environment. Results-driven HR Manager with a demonstrated commitment to fostering positive workplace cultures. Known for optimizing onboarding, benefits administration, and strategic recruiting, focusing on measurable outcomes. Skilled in payroll operations, leave compliance, and driving continuous process improvements. Acknowledged for achieving a remarkable 20% increase in retention and leading recruitment initiatives with a 100% fulfillment rate. Advanced proficiency in the Microsoft Productivity Suite. **Active Top Secret Security Clearance.**

Skills

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| • Human Resource Information System (HRIS) | • Command of Technology |
| • Communication (Written and Verbal) | • Relationship Management |
| • Customer Service | • Goal Driven |
| • Enterprise Resource Planning (ERP) | • Policy Implementation |
| • Record Management | • Training Program Development |
| • Meet Deadlines | • HR Structure |
| • Conduct Investigations | • Comprehensive Onboarding/Off-Boarding |
| • Strategic Recruiting | • Human Resources Management Expertise |
| • Organizational Assessments | • Workers Compensation Claims Management |
| • Strategic Growth | • Recruitment and Hiring |
| • Active Listening | • Protecting Personally Identifiable Information (PII) |

Professional Experience

United States Marine Corps	July 2023 – Present
Marine Corps Installation West, Marine Corps Base	Camp Pendleton, CA
Personnel and Manpower Chief	
<ul style="list-style-type: none">Organized onboarding of over 150 new hires by providing orientation materials and ensuring completion of necessary paperwork.Coordinated with hiring managers to determine staffing needs and qualifications for each position.Monitored employee performance against established goals and objectives.Handled sensitive employee and company information with the highest level of confidentiality and discretion.Directed HR programs, policies, and processes to improve operational efficiency.Provided HR consultation services to leadership and department heads.Identified operational weaknesses to improve or innovate people, programs, and processes.Controlled and managed document processes by reviewing files, records, and critical information to confirm accuracy and comply with company policies and procedures.Developed processes for streamlining administrative tracking tasks to improve efficiency by 45%.Developed effective communication strategies between departments to ensure a smooth workflow.Developed strong relationships with key stakeholders within the organization.Resolved conflicts between management and employees professionally.	

United States Marine Corps
Marine Corps Forces Pacific
Operations Chief

September 2020 – July 2023
Hawaii

- Directed day-to-day operations by spearheading the implementation of short-term and long-term strategies to achieve business plan and profitability goals.
- Built strong operational teams to meet process and production demands.
- Ensured the timely and accurate sourcing of more than 1,000 real-world individual augmentation (IA) requests and over 3,000 Theater Security Cooperation training exercise IA requests.
- Managed 35 different cross-functional teams for Overseas Contingency Operations and training exercises.
- Resolved requirement concerns such as report date discrepancies, improper security clearances, outdated weapons qualifications, medical issues, and gear shortfalls.
- Developed an Unplanned Requirements Working Group (URWG) to improve and enhance methods to support other subordinate companies.
- Implemented policies and standard operating procedures and managed quality and customer service.
- Motivated and evaluated personnel for performance improvement and goal achievement.
- Responded to information requests from superiors, providing specific documentation.
- Tracked and replenished inventory to maintain par levels.
- Connected with clients and developed strategies to achieve sales and customer service goals.
- Presented performance and productivity reports to supervisors.
- Aided senior leadership during the executive decision-making process by generating daily reports to recommend corrective actions and improvements.
- Monitored and improved the efficiency of processes, team performance, and customer service.
- Supervised 4 employees' day-to-day workflow in order to maximize productivity and maintain quality standards.
- Developed and implemented operational procedures to ensure quality standards were met.
- Managed day-to-day operations while ensuring high levels of customer satisfaction were always met.
- Provided leadership and direction to staff members to ensure successful completion of projects on time.
- Resolved conflicts among team members by mediating disputes and proposing solutions that both parties could agree upon.
- Implemented systems for tracking operational performance metrics.
- Collaborated with other managers across the organization to develop strategies that support overall company objectives.
- Led 2 cross-functional teams to achieve business goals.
- Oversaw daily operations, optimizing efficiency and productivity.
- Conducted performance evaluations and provided feedback for growth.
- Implemented continuous improvement initiatives for process optimization.
- Developed and implemented operational policies and procedures.
- Used excellent verbal skills to engage senior leaders in conversation and effectively determine needs and requirements.
- Prepared staff work schedules and assigned team members to specific duties.

United States Marine Corps
Marine Air Ground Task Force, Training Command
Personnel Administrative Chief

June 2017 – September 2020
Twentynine Palms, CA

- Led a department of over 135 HR professionals, optimizing administrative procedures and achieving a 20% increase in operational efficiency.
- Revamped and expedited onboarding procedures, resulting in a 40% boost in productivity.

- Established and supervised executive management positions across 43 cross-functional organizations, resulting in a significant cost savings of \$2.3 million.
- Managed HR operations supporting over 47,000 personnel with a dedicated team of 15 HR generalists.
- Assisted in developing and implementing targeted training initiatives for junior personnel, yielding an impressive 8.3% increase in daily productivity.
- Managed a staff of 30 employees who processed over 27,000 time-sensitive Unit Diary transactions monthly.
- Assisted across various administrative subjects to the 23 monitored detachments and commands and over 13,000 employees and their families stationed aboard the Combat Center.
- Utilized advanced proficiency in HRIS, CRM, and ERP systems such as MOL, UDMIPS, RTAMMS, and SharePoint, streamlining HR operations and contributing to increased overall efficiency, which reduced office traffic and increased daily productivity by 20%.

Education & Certificates

- **Bachelor of Science: Human Resources Management**
University of Maryland Global Campus, Maryland, **03/2025 (Currently in Progress)**
- **Associates of Arts: General Studies**
University of Maryland Global Campus, Maryland, **12/2023**
- **United Services Military Apprenticeship Program: Computer Operator**
Pensacola, Florida **02/2022**
- **United Services Military Apprenticeship Program: Administrative Service Manager**
Pensacola, Florida **01/2021**
- **Lean Six Sigma (Green Belt)**
CPI Performance Excellence Twentynine Palms, California, **08/2019**
- **Lean Six Sigma (Yellow Belt)**
CPI Performance Excellence, Twentynine Palms, California, **10/2018**
- **Tools For Coaching Excellence**
Achieve Global, San Diego, CA **12/2010**
- **Communication Skills**
Freiberg, San Diego, California **08/2008**

Languages

English: First Language

Spanish: Fluent with Advanced Writing and Reading Skills