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3184 Elliot St NW
Salem, OR 97304
Veterans Preference: 10 points

Objective: Seeking EO/EEO & senior/executive HR leadership positions/roles in federal government organizations & agencies.

Skills

- Quality Assurance
- Conflict Resolution
- Negotiation
- Strategic Planning
- Leadership Development
- EO/EEO Certified
- Attention to Detail
- Critical Thinking
- Certified in Excel
- Customer Service
- SPHR Certified
- Social Perceptiveness
- Public Speaking
- Persuasion

Work Experience

Recruiting Deputy Station Commander
U.S. Army
3064 Lancaster Drive NE
Salem, OR 97305

10/21 – 06/23
S: SFC Jeffrie Walker
P: 541-499-5969 May contact
45 hrs/w, \$96,000/yr

Duties: Conducts human resources training and development programs for staff; supervises and counsel employees; recruits and retain staff; assess risks and addresses associated problems; explains and determine compensation; negotiates employee contracts; assess and evaluates employees; briefs executives on office and individual performance metrics & training; perform quality control and administrative functions.

- Trained over 8 personnel over the art and science of talent acquisitions and talent management which resulted in an increase of 11% of overall processing production within 24 months of assignment to the recruitment office
- Mentored 3 individuals in professional development which resulted in 3 employees enrolling into college completing 89 college hours completing 2 bachelor's degrees programs and 1 associate degree program
- Extended external network by linking the organization with 31 community partners with access to over 7,000 qualitative applicants across 935 square miles

Business Development & Employment Intern
WorkSource Oregon
605 Cottage Street NE
Salem, OR 97301

1/2023 – 3/2023
S: Jim Robertson
P: 971-707-3278 May contact
45 hrs/w, \$0 yr

Duties: Provide quality WorkSource Oregon services to customers in all interactions, ensure that customers receive consistent and accurate UI information that facilitates the processing of their claim, and provide accurate and effective support to UI staff in the processing of UI claims. Provides sectors and businesses customized workforce solutions that prepare, deliver, and qualify viable candidates' advancement opportunities to current workers. Builds and maintains successful relationships with businesses by conducting on-site visits to provide insights into the business' needs. Improves communication and coordination of service delivery and ensures greater support

for qualified workers meeting employers' needs. Rapidly source, screen, and refer qualified, ready-to-work candidates that meet or exceed businesses' expectations and culture. Also provides intensive services and facilitates placements to meet the employment needs of veterans, prioritizing service to special disabled veterans, other disabled veterans, and other categories of veterans in accordance with priorities determined by the Secretary of Labor.

- Conduct Reemployment Eligibility interviews that comply with all state and federal requirements and laws for employment
- Assess and document RESEA claimant's reported work search to guide them on how to improve their work search efforts
- Established 4 potential regional partners with the Veteran Support Section
- Created a 90-day Internship Syllabus outlining & referencing critical knowledge & tasks required for 4 different roles within WorkSource Oregon
- Conducted Veteran Resource training to Veteran support staff
- Listen, understand, and address business' needs and challenges to create and improve opportunities for candidates and employers
- Connected 3 new business partners with the Business Service Section which resulted in 2 new collaboration projects
- Strategize, plan, and conduct data gathering & analysis to anticipate, prepare for, and manage economic transition(s)
- Maintain awareness of candidates from targeted populations, business incentives, and federal programs including REA, MSFW, TAA, VR/OCB, SNAP, & Veterans programs to create job opportunities

Station Commander
U.S. Army
1809 14th Street SE
Albany, OR 97322

12/18 - 10/21
S: Cory J. Cummings
P: 910-987-0758 May contact
60 hrs/w, \$82,000/yr

Duties: Supervises and counsel employees on talent acquisitions and human resources matters; recruits and retain staff; assess risks and address associated problems; explains and determines compensation; negotiates employee contracts; assess and evaluates employees; perform quality control and administration functions; develops staffing and recruitment plan; implements a risk management plan; manages and advises subordinates; and establishes long- and short-range objectives; briefs executives on office and individual performance metrics; Conducts training and development programs for staff.

- Managed and completed over 124 employee contracts spanning across 34 months
- Lead over 10 employees which completed 3 colligate bachelor's degrees, 2 associate degrees, and 3 professional licenses
- Successfully turned around a failing office and turned it into the #1 office in the overall organization with only half the staff in 2019
- Achieved over 10 applicant contracts in 1 calendar, achieving 200% above the monthly quota in August 2019
- Successfully led the largest virtual talent acquisitions campaign in the organization's history in 2020 by utilizing prominent social media tools, iterative project management with a team of 17 leaders and specialists which resulted over 9,919 views and interactions over 9 hours of the event

Deputy Station Commander

02/17 – 12/18

U.S. Army
3064 Lancaster Drive NE
Salem, OR 97305

S: SFC Vidal Colon
P: 717-333-4526 May contact
50 hrs/w, \$79,000/yr

Duties: Conducts training and development programs for staff; supervises and counsel employees; recruits and retain staff; assess risks and addresses associated problems; explains and determine compensation; negotiates employee contracts; assess and evaluates employees; perform quality control and administrative functions.

- Improved quality control & quality assurance rate of processed applications from 51% to 87% from 2017-2019
- Assessed 101 contracts in 22 months with 0 infractions or adverse corrective actions
- Conducted over 151 training hours in simple and complex application processes
- Examined and analyzed over 178 points of data to create new standards, processes, training and development, and policies over 11 employees in 6 months
- Developed 3 employees over 11 months which directly resulted in their immediate promotion by one pay grade in 2018

Recruiter

08/13 - 02/17

U.S. Army
1220 Joppa Road
Towson, MD 21286

S: Tyraka Dixon
P: 832-499-8089 May contact
45 hrs/w, \$62,000/yr

Duties: Recruits, interviews, counsels, and qualifies applicants for government services; distributes and displays recruiting publicity material; identifies and cultivates community centers of influence; explains benefits and prepares contractual forms and documents; arranges for transportation, meals, and lodging for applicants where required. assists in market research and analysis and makes appropriate recommendations to superiors.

- Accomplished and processed 40 contracts in 40 months, averaging 1 contract a month, achieving required monthly quota
- Greatly expanded external network to local city, county, and state representatives to support monthly and yearly contractual quotas in 2016
- Enforced high standards and maintained a quality control & quality assurance rate of 22%, improving personal productivity in overall operations by 11%
- Counseled over 1,100 students in high schools and college about post educational careers
- Executed data analysis weekly to improve overall contractual rate by 13%
- Conducted public speaking events with over 10,000 people in attendance in 2017
- Recognized as a top producer in quality contract with 22 contracts within Fiscal Year 2015

Equal Employment Opportunity Representative

U.S. Army
3401 Santiago Avenue
Fort Wainwright, AK 99703

07/10 - 07/13

S: Cliff Adkins
P: (910)432-3703 May contact
50 hrs/w, \$42,000/yr

Duties: Develops, administers, evaluates, and advises on the Federal Government's internal equal employment opportunity program within various Federal agencies when the position requires knowledge of Federal equal employment opportunity regulations and principles; investigate claims and violations with executives and staff; compliance and enforcement skills; administrative, management, and consulting skills and knowledge of Federal personnel administration; This includes managers or coordinators of special emphasis programs designed to solve the specialized employment problems of women, minorities, veterans, the handicapped, persons over age forty, and others as they relate to Federal employment.

- Completed over 122 hours of monthly and quarterly training on Department of Defense policies on EO/EEO and 6 hours of corrective training in 2010
- Created and updated 13 EO/EEO organizational policies for senior organizational directors in 2011
- Yearly renewed EO/EEO certifications for subordinate EO/EEO program managers in 2012
- Serviced 852 personnel as the Equal Opportunity & Equal Employment Opportunity Representative for 4 years
- Led and managed Ft. Wainwright's Women's Suffrage event with 28 personnel, 6 public speakers, and multiple interactive booths, which resulted in over 5,000 attendees completing over 20,000 hours of additional EO/EEO education & training in a single day

Retention NCO

U.S. Army
3401 Santiago Avenue
Fort Wainwright, AK 99703

07/10 – 08/13

S: Christian Uzchca
P: 254-415-1999 May contact
50 hrs/w, \$52,000/yr

Duties: Counsel clients regarding interpersonal issues; counsel clients or patients regarding personal issues; counsel clients regarding educational or vocational issues; write reports or evaluations; evaluate characteristics of individuals to determine needs or eligibility; complete documentation required by programs or regulations; lead classes or community events; develop educational programs; refer individuals to educational or work programs; interview clients to gather information about their backgrounds, needs, or progress; teach life skills or strategies to clients or their families; present social services program information to the public; refer clients to community or social service programs; assess individual or community needs for educational or social services; collaborate with other professionals to develop education or assistance programs; maintain professional social services knowledge; advise others on social or educational issues; supervise workers providing client or patient services; promote educational institutions or programs; develop working relationships with others to facilitate program activities; assist clients in handling details of daily life; train staff members in social services skills; counseled and managed over 1,239 employees on retention options, incentives, & benefits

- Accomplished 107% of the organizational retention goals every year from 2010-2013
- Advised organizational directors on retention rates weekly with reports prepared and maintained daily for individuals, multiple aviation offices, and major aviation organizations on a monthly basis

Avionics Production Control Supervisor

U.S. Army
3401 Santiago Avenue
Fort Wainwright, AK 99703

07/10 - 08/13

S: Christian Uzchca
P: 254-415-1999 May contact
50 hrs/w, \$52,000/yr

Duties: Provides technical guidance to subordinate personnel; schedules maintenance on test, measurement, and diagnostic equipment; alters or modifies material according to Armed Forces approved modification work orders; repairs, replaces, and performs operational and preventive checks and alignments on aircraft flight controls, stabilization systems, avionics and controlled cryptographic equipment; troubleshoots equipment and traces avionics and cryptographic equipment wiring harnesses using technical manuals and schematic drawings to diagnose and isolate faults and effect repairs; performs unit maintenance on special and common hand tools and test, measurement, and diagnostic equipment; requisitions and maintains shop and bench stock for repair of aircraft avionics equipment; prepares forms and records related to aircraft maintenance.

- Managed over \$1.9 million in parts inventory, tools, test equipment, and office supplies with 0 losses
- Completed 2,305 work orders within 8 months, increasing efficiency in constructive productivity by 43%
- Created standard operational procedures for 22 employees and enforced for 4 ½ years as Production Control Manager
- Managed 22,754 maintenances hours in the largest avionics office in Ft. Wainwright

Retention NCO

U.S. Army
Parham Blvd
Simmons Army Airfield ACP, NC 28311

11/06 - 07/10

S: Thomas Hamilton
P: (910)432-3703 May contact
50 hrs/w, \$42,000/yr

Duties: Counsel clients regarding interpersonal issues; counsel clients or patients regarding personal issues; counsel clients regarding educational or vocational issues; write reports or evaluations; evaluate characteristics of individuals to determine needs or eligibility; complete documentation required by programs or regulations; lead classes or community events; develop educational programs; refer individuals to educational or work programs; interview clients to gather information about their backgrounds, needs, or progress; teach life skills or strategies to clients or their families; present social services program information to the public; refer clients to community or social service programs; assess individual or community needs for educational or social services; collaborate with other professionals to develop education or assistance programs; maintain professional social services knowledge; advise others on social or educational issues; supervise workers providing client or patient services; promote educational institutions or programs; develop working relationships with others to facilitate program activities; assist clients in handling details of daily life; train staff members in social services skills; counseled and managed over 1,239 employees on retention options, incentives, & benefits

- Traveled over 2,000 miles to conduct retention counseling in 3 foreign countries over a combined course of 18 months
- Accomplished 125% of the organizational retention goals every year from 2007-2010
- Advised organizational directors on retention rates weekly with reports prepared and maintained daily

Avionics Mechanic

U.S. Army
Parham Blvd
Simmons Army Airfield ACP, NC 28311

05/06 - 07/10

S: Christian Burt
P: 910-551-7944 May contact
50 hrs/w, \$42,000/yr

Duties: Alters or modifies material according to Armed Forces approved modification work orders; repairs, replaces, and performs operational and preventive checks and alignments on aircraft flight controls, stabilization systems, avionics and controlled cryptographic equipment; troubleshoots equipment and traces avionics and cryptographic equipment wiring harnesses using technical manuals and schematic drawings to diagnose and isolate faults and effect repairs; performs unit maintenance on special and common hand tools and test, measurement, and diagnostic equipment; requisitions and maintains shop and bench stock for repair of aircraft avionics equipment; prepares forms and records related to aircraft maintenance.

- Completed over 6,732 hours of electronic & electrical maintenance covering 67 aircraft
- Served as air crew member on Chinook and Blackhawk helicopters with 317 hours covering 38 humanitarian missions, including Flood Aid Relief in Louisiana.

Avionics Mechanic

U.S. Army
Anjung-ri
Camp Humphreys, Korea

04/04 - 05/06

S: Jeremy Benjamin
P: 912-663-2473 May contact
45 hrs/w, \$28,000/yr

Duties: Alters or modifies material according to Armed Forces approved modification work orders; repairs, replaces, and performs operational and preventive checks and alignments on aircraft flight controls, stabilization systems, avionics and controlled cryptographic equipment; troubleshoots equipment and traces avionics and cryptographic equipment wiring harnesses using technical manuals and schematic drawings to diagnose and isolate faults and effect repairs; performs unit maintenance on special and common hand tools and test, measurement, and diagnostic equipment; requisitions and maintains shop and bench stock for repair of aircraft avionics equipment; prepares forms and records related to aircraft maintenance.

- Awarded AUSA Aviator of the Year in two categories in 2005 for avionics modifications on 33 Chinook helicopters
- Selected as part of the All-Army Wrestling Team in Fort Carson, CO from 02/2005-11/2005
- Scored in the 98th percentile in Physical Fitness within the assigned unit from 2004-2006

Avionics Trainee

U.S. Army
1-555 Aviation Training Battalion
Fort Eustis, VA 23604

09/03 - 04/04

S: Michael Shell
P: May contact
50 hrs/w, \$22,000/yr

Duties: Alters or modifies material according to Armed Forces approved modification work orders; repairs, replaces, and performs operational and preventive checks and alignments on aircraft flight controls, stabilization systems, avionics and controlled cryptographic equipment; troubleshoots equipment and traces avionics and cryptographic equipment wiring harnesses using technical manuals and schematic drawings to diagnose and isolate faults and effect repairs; performs unit maintenance on special and common hand tools and test, measurement, and diagnostic equipment; requisitions and maintains shop and bench stock for repair of aircraft avionics equipment; prepares forms and records related to aircraft maintenance.

Basic Trainee

U.S. Army
F co 2-13 INF BN
Fort Jackson, SC 29831

06/03 - 09/03

S: Elijah Crowe
P: (Oveseas) May contact
80 hrs/w, \$19,000/yr

Duties: Uses individual infantry weapons; lays field wire; performs basic communications functions and operates communication equipment; utilizes camouflage to conceal weapons and personnel; constructs minor fortifications; performs land navigation; performs preventive maintenance on weapons, equipment, and some vehicles; makes verbal reports; administers first aid; operates wheeled vehicles to transport personnel, supplies, and equipment.

Education

05/2024 – Southern New Hampshire University, Master Business Administration with a concentration in Human Resources. GPA: 3.838. Summer honor roll 2024. Anticipated graduation date June 2025

03/2024 – Southern New Hampshire University, Bachelor's degree of General Studies with concentration in Essentials in Human Resources, GPA: 3.604, *ceremonial cum laude, president's list 2023-2024, National Society of Leadership and Success member 2022-2023*

08/2023 – Associate's degree of Liberal Arts & Sciences, Southern New Hampshire University, GPA: 3.45, *ceremonial cum laude, National Society of Leadership and Success member 2022-2023*

12/2022- Google Project Management Course, Virtual. Certified by Google for Project Management

03/2024- Human Resources Certificate Institute, Senior Human Resources Professional Certification, <https://www.credly.com/badges/e3551783-174f-4eba-b070-f832abf591bf/print>

06/03 H.S. Diploma
Menchville High School, Newport News, VA 23602

Job Related Training

06/25 Veterans Reemployment & Education Training Program (Long Track)
02/24 SPHR Exam Prep Course
11/23 Onward to Opportunity Course
03/23 Department of Defense Skill Bridge (WorkSource Oregon Internship)
04/23 Hiring Our Heroes Corporate Fellowship Program
12/22 Google Project Management Course
09/21 Senior Leaders Course
02/15 Station Commander Course
09/12 OSHA Certification Course
04/12 Advance Leaders Course
06/12 Equal Opportunity/Equal Employment Opportunity Course
10/12 CH-47F Avionics Equipment Training
08/11 Field Sanitation Certification Course
03/11 Total Army Retention Training
09/10 Army Safety Aviation Accident Prevention Course
08/08 Army Recruiting School
12/06 Warrior Leaders Course

09/04 Combat Life Savers Course
04/04 Avionics Mechanical Course
09/03 Basic Combat Training

Honors & Awards

- Recipient of the Joint Meritorious Unit Award for completing joint foreign military assignments & missions with other American and foreign military branches of service.
- Awarded the Meritorious Unit Award for participating in the largest Army Aviation Campaign overseas in 2007
- Received the Superior Unit Award in 2012 for directly aiding in the Flood Aid Relief in Pakistan
- Earned the Afghanistan Campaign Medal in 2008 & 2010 for completing foreign assignments
- Recipient of the AUSA Aviator of the Year award for 2 world-wide published aircraft modifications for encrypted navigational and secured communications systems in December 2004
- Earned Master Recruiting Badge in 2014 for excelling in exemplifying exceptional foundational knowledge in Army Talent Acquisitions strategies and operations
- Received the Meritorious Service Medal for 20 years of excellent U.S. Army Service
- Listed as Ceremonial Cum Laude in Southern New Hampshire University October 2023 and President's List in January 2024
- Accepted nomination for National Society of Leadership and Success from 2022-2024

Other Information

Volunteered over 1,500 hours to school districts as an exterior mentor to student, staff, and teachers in school districts between Baltimore, MD and Salem, OR by providing guidance to students for future post-high school plans outside of military service. Volunteered by assisting a non-profit veterans workforce program which resulted in helping 37 veterans during their military transition find immediate employment within 60 days; enhanced their employment search results by coaching and mentoring in practical employment searches, resume building, & networking skills while face-to-face with employers and virtual contacts on social media sites. Lastly, I love venturing out into the Oregon natural scenery with my family. I love working, fixing, and programming computers and remaining current with advancing technology.