Sherri L. Jacobs

(803) 803-3571 stanggirl2006@yahoo.com

Objective

Highly motivated, customer-oriented individual with strong organizational and office management skills and the focus to drive productivity.

Summary of Skills

Over 19 years committed and motivated Personnel Assistant II and over 5 years as the Project Manager with Silotech with exceptional customer service, leadership, and decision-making skills. Strong work ethic, professional demeanor, team builder, and great initiative. Skilled, high performing leader with extensive experience working with a diverse client base and proven ability to deliver results.

Experience

Project Site Manger 2017 – Present

* Project Site Manger-manages a team of 16 employees, hires, manages/approves timecards, and leave request.
* Responsible for all training for new Silotech employees.
* Manages 3 teams that process all the awards with in 30 days of submission ie: AFAMs, AFCMs, AM, AAM, and MSM.
* Responsible for data input, control of information within Decoration Packages submitted for approval i.e., AFCAMS All V Devices, and Purple Heart Medal and Non boarded Air Medals.
* Coordinates verification of security clearances with local directorate for new employees.
* Mainains, orders, distributes office supplies not to exceed yearly budget.Briefs customers on policy and procedures; responds to inquiries
* Chairs the AFCENT DECORATION’S BOARD quarterly with DVs over a 4 day period
* Coordinates travel arrangements for DVs and board members that includes their lodging, flights and TDY orders
* Subject matter expert for all customer service inquries and requests. Provides general guidance on awards and decorations, process award recommendations, publish orders, publicize criteria of newly established Air Force awards and decorations.
* Verifies and process inquiries concerning status and entitlements of awards and correct decoration discrepancies.
* Maintains all current decorations under the correct Air Force Records Management guidelines.
* Oversees and reviews documentation with area of responsibility utilizing extensive background knowledge and experience in the military community.
* Reviews completed work and Higher Level routing to outside agencies.

PA-II

Auliiq 2004 - 2017

* Responsible for all administrative actions for UDPU decorations
* Verify and process inquiries concerning status and entitlements of awards and correct decoration discrepancies
* Update UDPU database with current award and decoration data
* Use established and defined criteria to prepare, monitor, and verify documents and records crucial to airmen careers and the UDPU mission
* Monitor the integrity of personnel data by reviewing computer products generated to assess information accuracy
* Brief Customers on policies, directives and procedures for awards and decorations by responding to inquiries and making referrals to other agencies
* Assist with general office administrative duties, print out SURFs from MILPDS and provide customer service to walk in customers. Will routinely be required to perform some clerical work in addition to the above duties.

Education

High School Graduate

Management Leadership Certificate