

# KEVIN LAWRENCE MARTIN

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HUMAN RESOURCES POLICIES, PROCESSES AND PROCEDURES ■ STAFF RECRUITMENT AND RETENTION  
TRAINING AND DEVELOPMENT ■ EMPLOYEE RELATIONS ■ MENTORING AND MOTIVATION ■ SAFETY MANAGEMENT

## QUALIFICATIONS PROFILE

Highly talented and accomplished professional powered with broad-based experience in human resources management within expansive workforce organization. Exhibit stellar reputation in overseeing employee relations, regulatory compliance, staff training, and quality performance management. Excel at developing and implementing innovative strategies and programs to effect dramatic improvements in efficiency, productivity, and business processes. Recognized as hands-on manager; adept at utilizing out-of-the-box approaches in training and developing employees to foster team unity toward fulfillment of corporate target goals. Known for extreme capability to multitask in a globally competitive, fast-paced environment.

## EDUCATION

**MASTER OF ADMINISTRATION IN GENERAL LEADERSHIP** ■ Northern Arizona University, Flagstaff, AZ: May 2011  
**BACHELOR OF ARTS IN INTERDISCIPLINARY STUDIES, *Minor in Criminal Justice*** ■ Columbia College, Columbia, MO: Jul 2008

## EMPLOYMENT HISTORY

**PERSONNEL OFFICER** ■ HEADQUARTERS AND SERVICE BATTALION, OKINAWA, JAPAN

**JUN 2010–APR 2011**

Manage the certification of unit diaries, assignment, and completion of Diary Feedback Reports (DFRs), advisories, the administration of Document Tracking and Management System (DTMS), the Electronic Personnel Action Request (EPAR), and the management of the Timeliness Management Report (TMR) for the IPAC. Enhanced international relations while working in Japan. Supervised the coordination and processing of Naturalization ceremonies. Diligently managed a staff of 7 Japanese Master Labor Contractors including 48 Marines and 5 GS civilian employees.

- ✓ Executed administrative assist visits for six III MEF commands in preparation for their upcoming MCAAT inspections
- ✓ Conducted internal inspections for the branches within IPAC to identify and correct internal processes and procedures, as well as improve efficiency and customer service
- ✓ Successfully completed vulnerability assessment risk on 16 different functional areas with the IPAC
- ✓ Worked with the United States Immigration Service and Department of State
- ✓ Executed two MCBJ Naturalization Ceremonies where 147 service and family members were sworn in as United States Citizens
- ✓ Closely monitored the conduct and welfare of subordinates with appropriate counseling to maintain discipline, professionalism, and high morale within the branch

**PERSONNEL OFFICER** ■ MARINE AVIATION AND TRAINING SUPPORT GROUP 23 (MATSG-23)

**MAY 2007–APR 2010**

Fulfilled expanded responsibilities such as Personnel Officer/Adjutant for MATSG-23, Legal Officer, Unit Voting Assistance Officer, Security Manager, Education Officer, Equal Opportunity Representative, Chairman of Command Special Events Committee, Government Travel Charge Card Coordinator, Suicide Prevention Coordinator, Casualty Assistance Call Officer, and Public Affairs Officer. Directed day-to-day operational aspects of the organizations focusing on all administrative functions while ensuring adequate internal controls and optimizing efficiency. Planned and coordinated 15<sup>th</sup> Annual Marion Carl Mud Run. Instrumental in ensuring accurate and timely processing of all unit diary-related entries.

- ✓ Expertly managed the Suicide Prevention Program, thus earning the recognition as the best inspector during 2008 TECOM Inspector General's Readiness Inspection (CGRI)
- ✓ Assumed Group Commander and Assistant CGRI Coordinator role, and responsible for MATSG-23 receiving grades of "mission capable" in all 40 functional areas inspected in the absence of the executive officer
- ✓ Continuously improved internal controls by refining desktop/turnover procedures for the Administrative Section, which resulted in a constant timeliness rating of 94% to 98% during this period
- ✓ Drove all efforts to complete Naval Security Manager's Course and five off-duty education courses
- ✓ Commended for the standardization all functional areas related to the S-1 section
- ✓ Streamlined the S-1 Section to ensure better information flow and coordination of efforts between the group and the supported units
- ✓ Enhanced the proficiency of S-1 Section by cutting unit diary projections from 6% to 2%
- ✓ Elevated PFT scores by an average of 20 points through the implementation of PT program
- ✓ Masterfully led all initiatives to streamline administrative processes, improve customer service skills throughout the sections, and solidify working relationships with both supported and supporting units
- ✓ Fostered teamwork, discipline, and military bearing among all marines
- ✓ Exemplified remarkable leadership skills resulting in vastly improvement in administrative support for NAS Lemoore Marines
- ✓ Directly responsible for the command receiving grades of "mission capable" for all 43 functional areas inspected during the TECOM CGRI held in February 2010 during tenure as Commanding General Inspection Coordinator
- ✓ Ensured that every Marine and their family members stayed apprised of information regarding election periods for each state during tenure as Unit Voting Assistance Officer
- ✓ Assured that all Marines within the group were aware of their educational opportunities

- ✓ Completed the Manpower Officer Course and continuously improved internal controls by constantly refining desktop/turnover procedures for the Administrative Section, which has resulted in a consistent timeliness rating of 99% with 1% rejection rate
- ✓ Exceeded expectations by developing sponsorship and community goodwill for the 17th Annual MWR Marion Carl Mud Run

**PERSONNEL OFFICER ■ HAWAII'S INSTALLATION PERSONNEL ADMINISTRATION CENTER (IPAC)****JUN 2006–MAY 2007**

Initially hired as the Officer in Charge of the Installation Personnel Administration Center's (IPAC) Inbound and Customer Support Branch during this period. Provided expert oversight in daily activities of the organization related to all joins, family member updates, Service Record Book Accountability and deployments. Maintained adequate internal controls to consistently provide administrative efficiencies. Counseled subordinates to maintain discipline, professionalism, and high morale of the entire branch.

- ✓ Earned distinction as a role model/mentor to three officers, three SNCOs and two civilian PersO equivalents, 42 sergeants, and two government service employees
- ✓ Commended for the successful consolidation of Inbound Branch and the Customer Service Branch
- ✓ Systematically improved internal controls by refining desktop/turnover procedures
- ✓ Reorganized the IPAC Customer Support Branch to ensure better flow and coordination between the 16 commands on the island of Oahu
- ✓ Joined over 1000 Marines and conducted over 2000 audits while managing the preparation of more than 300 family member update packages
- ✓ Coordinated the deployments of three units which include audits and reporting of information through reach back

**PERSONNEL OFFICER ■ COMBAT SERVICE SUPPORT GROUP 3, 3D MLG****AUG 2005–JUN 2006**

Functioned as Personnel Officer for CSSG 3, Legal Officer for CSSG 3, Unit Voting Assistance Officer, Group Family Readiness Officer, Privacy Act Coordinator, and Unit Information Officer. Applied dynamic leadership talents to a section of 11 Marines to achieve their maximum level of potential. Pivotal in maintaining an active voting program while ensuring all members of the Group were aware of their voting responsibilities.

- ✓ Honored and obtained the Commanding General's Inspection Outstanding Achievement Award through demonstration of exemplary performance during the Commanding General's Inspection
- ✓ Served as significant contributor to IPAC, receiving a passing grade of 90.61 during recent MCAAT Analysis with zero discrepancies or findings
- ✓ Recorded four minor discrepancies within the S-1 section during the recent CGRI
- ✓ Reengineered the S-1 Section to improve coordination between the six companies within the group
- ✓ Displayed superior performance and received exemplary grades and zero findings during 3D Marine Logistics Group Commanding General Readiness Inspection and Marine Corps Administrative Analysis Team (MCAAT) visit
- ✓ Gained commendations for consistently delivering top notch results
- ✓ Forged a group of inexperienced Marines into a cohesive, highly efficient S-1 shop by exemplifying superior leadership skills

**PERSONNEL OFFICER ■ HEADQUARTERS BATTALION****MAY 2005–AUG 2005**

Originally recruited as OIC of PCS Section within Outbound/AOIC of the IPAC Outbound Section. Provided strategic guidance to all administrative functions related to PCS, PCA, Early Return of Dependents, and IPCOT's/COT's. Trained Marines within the PCS/PCA Section to develop their competencies in MOS and achieve their highest level of performance. Closely monitored more than 7500 Marines concerning all PCS issues.

- ✓ Served as significant contributor in standardizing all functional areas related to the Outbound Branch PCS Section
- ✓ Played a vital role in processing up to 600 PCS/PCA packages in support of over 7500 Marines in island
- ✓ Decreased the Marines' workload and time by modifying the PCS/PCA process and creating a new database
- ✓ Restructured the PCS Section to ensure better flow and coordination between the 7 Major Commands and numerous subcommands
- ✓ Participated in numerous after hours command sporting events

**PERSONNEL OFFICER ■ HEADQUARTERS BATTALION, KANEHOE, HAWAII****JUL 2004–APR 2005**

Personally chosen as OIC Outbound Section of the Base Personnel Admin Center (BPAC). Displayed unsurpassed management expertise in all administrative functions related to PCS, PCA, retirements, EAS Separations, Admin Separations and Early Return of Dependents. Acted as AOIC to the Outbound Branch upon consolidation to Installation Personnel Admin Center (IPAC).

- ✓ Fostered a positive working environment and team unity to a section of 14 Marines in the BPAC
- ✓ Delegated more than 25 Marines from various units into the IPAC Outbound Section, and assisted with revamping existing processes and procedures
- ✓ Played a vital role in processing over 1100 PCS/PCA and Separation/Retirement packages in support of over 7,500 Marines on island
- ✓ Served as Action Officer responsible for the movement from Bldg 216 to Bldg 401; successfully executed the planned move of BPAC to be consolidated into IPAC
- ✓ Appointed as coordinator during the unit's Navy Marine Corps Relief drive, volunteered as head coach of MCBH women's varsity basketball team, and as assistant coach to the MCBH men's varsity basketball team
- ✓ Proactively participated in MCBH intramural sports

**PERSONNEL OFFICER ■ 2<sup>ND</sup> RTBN, RTR, MCRD, SAN DIEGO, CA****MAY 2004–JUN 2005**

Rendered high level of assistance to the Battalion Adjutant as directed. Primarily held responsible for the daily supervision and operation of battalion administration. Served as the focal point of contact between Consolidated Administration Center and the Marines of the Battalion.

- ✓ Closely monitored all training requirements for Marines and Sailors
- ✓ Created and presented all awards, basic correspondence, special orders and fitness reports for the battalion
- ✓ Prepared and completed statistical reports to HHQ including packages for special programs warrant officer, augmentation, MECEP and ECP

**SENIOR DRILL INSTRUCTOR ■ FOX COMPANY, 2<sup>ND</sup> RTBN, RTR, MCRD, SAN DIEGO, CA****SEP 2002–JAN 2004**

Taught the fundamentals of General Military Subjects to include history, Close Order Drill, first aid, uniform and grooming standards, marksmanship, individual combat basic tasks and physical fitness. Supervised a team of drill instructors and up to 70 recruits through a full training cycle while maintaining the highest standards of personal conduct, morality and professional skills. Seamlessly instilled the tenets of Marine Corps Core Values to recruits toward fulfillment of organizational objectives. Supported the senior drill instructor and other drill instructors in completing all administrative requirements, to include morning reports, Depot Incident Reports, recruit accountability reports, and recruit evaluation reports.

- ✓ Commended for completing a three-phase basic recruit training cycle, thus producing basically trained Marines who meet graduation requirements as well as display the moral objectives of recruit training
- ✓ Instrumental in guaranteeing accountability, welfare, safety, and health of recruits at all times
- ✓ Spearheaded a platoon of 77 recruits to 100% completion of graduation requirements in the areas of General Military Subjects and others
- ✓ Ensured that trainings were executed according to schedule
- ✓ Recognized as an indispensable member of staff that produced two straight Honor Platoons
- ✓ Personally chosen to attend the Basic School in Quantico, Virginia for the Warrant Officer program
- ✓ Trained and guided recruits ensuring company's high initial qualifications average of 97.5% on the rifle range
- ✓ Received an outstanding rating on battalion commanders personnel inspection by supporting the Senior Drill Instructor

**SERVICE RECORD BOOK CHIEF ■ MATSG-21 NATC NAS, PENSACOLA, FL****MAY 1999–JUN 2002**

Oversaw the preparation, upkeep and maintenance of approximately 3000 Service Record Books. Monitored the professional development, training and physical fitness of subordinates. Addressed all student personnel administrative needs under time constraints. Headed a staff of 11 Marines in support of the Service Records Site Mission.

- ✓ Optimized internal controls by refining desktop/turnover procedures
- ✓ Held accountable for the conduct and welfare of subordinates while providing appropriate counseling in order to maintain discipline and high morale within the section
- ✓ Mentored and served as a role model to subordinates by setting an example in terms of physical fitness, PME completed, and personal appearance
- ✓ Conducted technical training for the section and office with more than 50 clerks
- ✓ Earned the grade of "Mission Capable" with a Command Readiness Rating of 97.27% on the Marine Corps Administrative Analysis Team Inspection conducted on March 14-15, 2000

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**PRIOR WORK EXPERIENCE**

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**ADMINISTRATIVE ASSISTANT, TEAM LEADER ■ HQBN 1<sup>ST</sup> MARDIV CAMP, PENDLETON, CA****OCT 1998–MAY 1999**

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**PROFESSIONAL TRAINING**

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Casualty Assistance Call Officer | Family Readiness Officer | DOD Federal Voting Assistance Program  
Purchase Card CITIDIRECT Approving Official | DOD Ethic Training | Total Force Structure Management System  
Anti-Terrorism Awareness Training | National Response Plan | Behavioral Supervision | DOD Government Purchase Card | Micro-Purchases and Section | Lean Six Sigma White Belt Course | Heart Saver CPR  
Marine Corps Martial Arts 1st Degree Black Belt | Manpower Officer Course | Senior Officer Legal Orientation | Legal Officer Course | Security Manager Course | Marine Corps Drill Instructor School | Marine Corps Administrative Officer Personnel Course | Intermediate Personnel Administration Course | Advanced Personnel Administration Course | Basic Typing and Personnel Course | Warrant Officer Basic Course | Leading Marines | Expeditionary Warfare School | Sergeant's Course | Corporal's Course | Staff Non-Commissioned Officer Advanced Course | Staff Non-Commissioned Officer Career Course

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**MAJOR ACHIEVEMENTS**

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***Received the following military awards through demonstration of exemplary performance and dedication:***

Navy and Marine Corps Commendation Medal (2) | Letter of Appreciation (9) | Navy and Marine Corps Overseas Ribbon | Meritorious Mast (6) | Navy Unit Commendation | Military Outstanding Volunteer Service Medal |  
Global War on Terrorism Service Medal | Navy Meritorious Unit Commendation (2) | Marine Corps Good Conduct Medal (2) | Marine Corps Drill Instructor Ribbon | Certificate of Commendation (6) | Sea Service Deployment Ribbon | National Defense Service Medal (2) | Navy and Marine Corps Achievement Medal (5) Certificate of Appreciation

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**COMMUNITY INVOLVEMENT**

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Okinawa Athletics Officials Association | American Legion | Advance Guard Member for the Wounded Warrior Project