

# Colby Mars

## Skills

- Policies implementation
- Affirmative action
- Personnel engagement
- Data evaluation
- Workplace diversity cultivation
- HR services
- Microsoft Office expertise
- Quality assurance controls
- Clerical support
- Inbound and Outbound Calling
- Courteous demeanor
- High-energy attitude
- Lawncare regulations knowledge
- Problem-solving abilities
- System implementation

## Education

### **Bachelor Of Science:**

Physical Education Teaching And Coaching

### **American Military University**

Charles Town, WV

- Currently enrolled and pursuing BS

## Overview

Person-focused ex-U.S. Army Human Resources Specialist with detailed knowledge of organizational human resources policies, services and operations. Essential facilitator of key operational details relevant to personnel in-processing and out-processing procedures, assisting new employees with smooth transitions on either end. Offering almost 6 years of experience managing human resources actions to deliver compliance, personnel satisfaction and team cohesion. Flexible and focused with expertise in personnel training and development and complex records updates resolution. Develops and implements HR strategies and initiatives aligned with overall business and peer battle rhythm.

## Experience

### **Hoffman's Lawncare - Fertilization Technician**

*Delaware, OH*

*03/2022 - Current*

- Managed quality control and maintained high level of client satisfaction.
- Followed safety procedures to safeguard against injury and damage to property and person.
- Cleaned, maintained, and properly stocked/equipped company vehicle to prepare for required daily duties.
- Adhered to applicable regulations, policies, and procedures for health, safety, and environmental compliance.
- Enforced and practiced regulations surrounding use of herbicides and insecticides for pest, weed and disease control.
- Dealt with 17+ clients daily regarding complaints, troubleshooting issues and questions/concerns.
- Disposed of hazardous waste and chemicals according to established methods.
- Mixed chemicals and fertilizers according to manufacturer instructions and safety standard to protect people, pests and vegetation from harm.

### **U.S. Army Reserves - Human Resources Specialist**

*Whitehall, OH*

*03/2022 - Current*

- Maintains records of personnel documents, including emergency notifications, Soldier files, benefits information and promotion reports.
- Plans and conducts on-the-job training and workshops for all Soldiers within the unit on a monthly basis.
- Updates Soldiers' records for individual career progression.
- Manages office paperwork, including scanning documents and routing business correspondence.
- Sets and maintains office priorities to meet challenging suspenses with minimal available accommodations.

- Oversees office inventory by restocking supplies and submitting supply orders.

### **U.S. Army - Human Resources Specialist**

*Fort Sill, OK*

*05/2016 - 03/2022*

- Maintained records of personnel documents, including leave forms, emergency notifications, Soldier files, benefits information and promotion reports.
- Planned and conducted on-the-job training and workshops for all HR professionals within the unit on a weekly basis.
- Updated Soldiers' records for individual career progression.
- Operated all mail operations within the unit as a Unit Mail Clerk, including sending and receiving personal and official mail, creating new standard operating procedures for mail-handling, and receiving commendable reviews for Soldier satisfaction.
- Managed office paperwork, including scanning documents and routing business correspondence.
- Set and maintained office priorities to meet challenging suspenses with minimal available accommodations.
- Oversaw office inventory by restocking supplies and submitting supply orders.

### **Arby's - Cashier/Busser**

*Marion, OH*

*09/2014 - 01/2015*

- Followed restaurant guidelines in regards to food safety and hygiene to prevent illness.
- Stocked condiments, toppings and other food items during slow hours to avoid dashing to kitchen during peak times.
- Cleaned counters and common areas to minimize spread of germs.
- Collected money, made change and counted out register at end of shift.
- Refreshed inventory supplies for drink and napkin stations.
- Upsold items to paying customers to boost shift revenues.
- Satisfied customers by topping off drinks and anticipating condiments, napkins and other needs.
- Promoted desserts, appetizers and specialty drinks to optimize sales.
- Developed rapport with guests and assisted in generating repeat business by providing exceptional customer service.