
ROBERT GLYNN

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Security Clearance Level: Secret

PROFESSIONAL SUMMARY

Offering 20 years of experience and superior performance in human resources and recruiting environments; adept at promoting available employment opportunities; successful at interviewing and securing top talent to achieve organizational targets; knowledgeable of employer regulations, documentation requirements, and working effectively as part of a cohesive team. Highly trained individual with great mechanical aptitude, background in medical response, and fire suppression; handling issues through rapid conflict resolution and individualized developmental plans.

EDUCATION

Bachelor's degree of Science: Business Management (Concentration in Leadership), May 15, 2017

American Public University System - Charles Town, WV

- Graduated Magna Cum Laude

SKILLS

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| • Microsoft Office
(word, excel, powerpoint) | • Contracting & Project Staffing | • Emergency Management |
| • Process Evaluations | • Candidate Pipeline Management | • Firefighter Level II |
| • Concept Development | • Talent Acquisitionist Management
Strategies | • Emergency Medical Technician |

WORK HISTORY

Executive Management, May 2018 - November 2022

United States Marine Corps – Quantico, VA~50hr per week

- Supervised all HR needs (end to end) for 300-employee operation across the U.S. and foreign locations.
- Aided senior management with making key decisions by developing and submitting performance and compensation reports with status updates and improvement recommendations.
- Enforced Department of Defense and United States Marine Corps regulations, while serving as an Inspector for the United States Marine Corps Inspector General increasing compliancy & efficacy by 45%.

Personnel Officer of Foreign Located Organizations May 2012 - May 2018

United States Marine Corps – Okinawa, JP~40hr per week

- Improved quality processes for increased efficiency and effectiveness from 62% to 93%.
- Performed a wide range of managerial tasks in planning, managing, directing, and evaluating operations with authority to make decisions and commit to a course of action.
- Developed and executed go-to-market plans and facilitated internal organizational readiness.

Marine Corps Talent Acquisitionist, November 2009 - April 2012~60hr per week

United States Marine Corps Recruiting Command – Chicago, IL

- Planned, monitored and appraised employee work results by training leaders to coach employees in sales force.
- Reviewed over 5,000 job applications to identify, vet, and recommend optimal candidates.
- Developed more than 100-targeted strategies to locate and on board specific candidate types, meeting short-term and long-term business objectives.

AFFILIATIONS

- Member, American Legion, 2018 to Current

CERTIFICATIONS

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| • NIMS 100, 200, 700, 800 Certifications | • Hazardous Materials Operations Certification |
| • Commonwealth of Virginia Certified Firefighter | • Commonwealth of Virginia Certified Emergency Medical Technician |
| • Achieve Global Professional Sale Skill Certification | |