

Molly E. Serrato

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SUMMARY OF SKILLS AND ACCOMPLISHMENTS

- Eight years military service completing a Bachelors in Psychology from the University of Hawaii; commissioning into leadership as an Officer.
- One and a half years as a Platoon Leader, directing the skills progression of sixty soldiers, including three squads, with 100% Military Police Certification.
- As Incident Command, responded to COVID-19 pandemic, managing quarantine and base security and safety of 11K soldiers and families.
- Led a team of ten, facilitating several company program initiatives, resulting in passing inspections and significant improvement.
- Proficient in the use of Microsoft Office 365 Suite.
- Completion of FEMA Intermediate Incident Command Course for Emergency Planning; FEMA Introduction National Incident Management System, FEMA Radiological Emergency Management and in progress of a Masters in Occupational Safety and Health.

RELEVANT EXPERIENCE

Senior Human Resource Manager (Battalion Adjutant) (One Year) 2022-2023 Fort Leonard Wood, MO

Led a human resource team of four, supporting five organizations. Supervised administration for 159 members, while maintaining a culture where people want to work.

- Rolled out a new technology, significantly increasing HR systems effectiveness.
- Created an internal standard operating procedure to increase HR efficiency and continuity.
- Facilitated quarterly team wellness sessions and progress meetings; resulting in noticeable work satisfaction and production increase within one year.
- Provided bi-weekly reports to brief leadership, ensuring data driven decision making.

Business Resource Manager (Executive Officer) (One Year) 2021-2022
Fort Leonard Wood, MO

Led the coordination of all training resources for a company of 240 personnel. As the liaison between the company and outside contractors, commended for improving unit services.

- Received an Army Commendation Medal for directing the training calendar, logistics and budgeting for the company and 8.2 million dollars of equipment, while empowering the team at all levels.
- Revised and managed all company policies and programs, ensuring information was relevant and useful to all members of the organization.
- Maintained excellent relationships with contractors, resulting in 100% fleet maintenance and on time project completions.
- Assessed all training risks while providing mitigation responses to high danger activities and promoted safety culture.

Operations Manager (Platoon Leader) (18 Months) 2019-2021
Camp Walker, South Korea

Led a platoon of 42 US and 20 Korean personnel; establishing a respectful and safe culture. Managed eight million dollars of platoon assets, establishing priorities for maintenance and personnel.

- Established a maintenance and supply training program for 62 junior employees, resulting in no loss of property or overdue services.
- Successfully accomplished mission to move eight security teams through the Korean peninsula with over three million dollars of equipment.
- Built relationships with people in a different culture and mentored 20 Korean National Army Soldiers resulting in a more cohesive team.
- Planned and executed community outreach events to build relations with the local law enforcement and civilian population.