

Jeremiah J. Miller

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Professional Summary:

Strategic HR leader with extensive experience in managing personnel operations and ensuring compliance with regulatory standards. Skilled in leading teams, handling personnel actions, and serving as a liaison between divisions. Experienced in resource planning, officer assignments, and managing special projects to drive operational success

Skills:

- Networking and Partnership Development
- Training Development and Execution
- Liaison and Communication
- HR Support
- Microsoft Office
- Regulatory Compliance
- Employee Performance Management
- Project Management

Work Experience:

Warrant Officer Advisor and Strategist 07/2024 to Current Warrant Officer Training School – Maxwell AFB, AL

- Advise Air Force leadership on forming their Warrant Officer Training School.
- Review and make corrections to training school operating instructions, syllabus, and standard operating procedures.
- Mentor and advise cadre and candidates on warrant officer processes and standards.
- Assist in planning, administering, and monitoring course operations.
- Helped with special projects and initiatives for the formation of the warrant officer corps.

Human Resources Specialist (Recruitment and Placement), 01/2024 to Current Department of Homeland Security-US Customs & Border Protection – Bloomington, MN Pay: GS-0201-11

- Operated automated HR systems to create, process, and verify personnel actions, and provided accurate technical advice on complex HR issues.
- Determined employee qualifications for placement and set salary determinations, ensuring appropriate classifications.
- Advised management on all stages of the recruitment process, including guidance on merit system principles and prohibited personnel practices.
- Provided expertise on civilian HR regulations and procedures, assisting in the development of valid selection statements.

Talent Acquisition Associate, 01/2022 to 01/2024 Andersen Windows Doors – Bayport, MN

- Sourced and screened candidates for over 80 advanced operator and team lead roles, conducting thorough interviews to assess qualifications.
- Utilized social media platforms to build a pipeline of qualified talent and presented top candidates to hiring managers.
- Contributed to special projects focused on Military Employee Resource Network initiatives, enhancing resource allocation and strengthening the support network for military personnel

Training, Advising, and Counseling (TAC) Officer, 04/2019 to 7/2024
Minnesota Army National Guard – Camp Ripley, MN

- Trained and mentored over 60 Warrant Officer Candidates in leadership, supervision, and mentoring skills.
- Monitored trainee progress, introduced new learning tools, and identified opportunities for additional training.
- Delivered instructional presentations on equipment use, focusing on efficiency and safety, while providing ongoing coaching.
- Served as a point of contact for personnel issues, maintaining open communication channels and effectively managing candidate progress

Owner, 08/2013 to Current
4 Seasons Apparel & More – Waseca, MN

- Consult with customers to assess needs and propose optimal solutions.
- Evaluate suppliers to maintain cost controls and improve operations.
- Enhance operational efficiency and productivity by managing budgets, accounts, and costs.

Human Resources Generalist, 12/2019 to 01/2022
Lejeune Steel – Minneapolis, MN

- Guided managers and employees on talent management, payroll, FMLA, and benefits, ensuring compliance and efficiency.
- Streamlined recruiting and orientation processes, identifying top-tier talent and ensuring smooth transitions for new hires.
- Mediated and resolved complex workplace issues, fostering a positive work environment and maintaining compliance standards.

Human Resources Technician, 12/1994 to 04/2019
Minnesota Army National Guard – Arden Hills, MN

- Led the migration to a new HRIS system, improving efficiency and minimizing business disruptions.
- Collaborated with senior leadership to develop and refine HR policies, ensuring regulatory compliance.
- Maintained accurate personnel records and data and provided frontline support for employee inquiries on benefits and policies.
- Supervised personnel management at the unit and battalion levels.
- Ensured that all personnel actions met military standards per military regulation.

Regional Outreach Coordinator, 02/2019 to 12/2019
Minnesota Department of Veterans Affairs – Mankato, MN

- Forged valuable network relationships and enhanced community awareness and support for services.
- Initiated and organized visits and events, effectively marketing programs and initiatives.
- Created and executed innovative public awareness campaigns, significantly increasing community engagement and education.

Education:

Associate of Applied Science: Business Administration,
03/2003

Rasmussen College - Mankato, MN