

Jennifer Carlson
PO Box 1543
Sioux City, Iowa 51102
(712) 943-1041
jcarlson@1stclasssecurity.com

Experience

Human Resources Manager, 1st Class Security, Inc, Sioux City, Iowa, 2009-Present

Provide corporate level coordination of all employees to include: recruiting, hiring, performance evaluations, promotions, retentions, termination and training. Work with supervisors and corporate level management on recognition programs. Recommend policies and procedures for enhancing retention within 1st Class Security. Provide management with guidance on any and all HR related issues.

Human Resources Manager, Sears Holdings Inc, Sioux City, Iowa, 2007-2009

Recruit, hire, train, promote and retain quality individuals and provide disciplinary actions up to and including termination as required; ensure store was in compliance with all federal, state and local policies at all times; coordinate incentive programs with store management; coordinate personnel policies, directives and procedures to identify and eliminate ineffective procedures.

Equal Opportunity Specialist, 185 Air Refueling Wing, Sioux City, Iowa, 2004-Present

Act as a liaison between JSAPC and local unit with regards to the Drug Testing Program; Formulate and conduct Human Relations Education training for all unit members; advise installation Commander on sensitive Equal Opportunity matters

Education/Training

Force Support Officer Course, Keesler AFB, Biloxi, Mississippi, 2009

Academy of Military Science, McGhee-Tyson ANGB, Knoxville, Tennessee, 2009

BS in Criminal Justice, University of South Dakota, 2006

Defense Equal Opportunity Management Institute, Patrick AFB, Coco Beach, Florida, 2005

Associates of Criminal Science, Community College of the Air Force, 2005

Awards

Air Force Commendation Medal, Air Force Outstanding Unit with Valor with three devices, Air Force Good Conduct Medal, Air Reserve Forces Meritorious Service Medal with device, National Defense Service Medal, Armed Forces Expeditionary Medal, Global War on Terrorism Expeditionary Medal, Global War on Terrorism Service Medal, Air Force Overseas Ribbon – short tour, Air Force Expeditionary Service Ribbon with gold border and device, Air Force Longevity Service Ribbon with device, Armed Forces Reserve Medal with device, Small Arms Expert Marksmanship Ribbon, Air Force Training Ribbon with device, Georgia Commendation Medal, Iowa National Guard Medal of Merit, Iowa Leadership Ribbon, Iowa National Guard State Service Ribbon, Top Performer from Security Forces School