

## Israel Guerrero

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### PROFESSIONAL SUMMARY

As a United States Army Veteran, I bring more than 7 years of experience in managing and executing all Human Resources functions. I am adept at leading teams of 10+ in a dynamic, fast-paced environment and have a comprehensive background in problem-solving and process improvement. I have also managed all personnel actions and performance evaluations for more than 100K Soldiers while managing risk, safety, and compliance with all DoD and Army regulations and directives. My career is supported by the active pursuit of multiple technical certifications and courses.

### PROFESSIONAL EXPERIENCE

#### WordPress Developer

Remote

ERA Solutions/ WPCnects

Oct 2022 – Present

- Hands-on learning with expert mentors during labs, prep, project wizard and naming, fundamentals, test work
- Information gathering; prioritize tasks, determine scope of the project, development, test and deployment, and project life cycle
- Analyze user requirements for manageable objectives and outcome
- Set up WordPress locally and remote connected to host servers
- Forward thinking; envision system features and functionality
- Develop and test WordPress Sites to ensure continuity
- Ensure a detailed design documentation
- Identify and resolve technical issues during the build, test, and management phases
- Provide deep understanding and expert knowledge on WordPress suite applications
- Always learning to have extensive development knowledge and experience
- HTML, CSS, JavaScript and Knowledge of agile and waterfall
- WordPress: Elementor. UI/UX analysis and design according to the requirements of a client.
- Agile and waterfall development, Completed a 4-page WordPress website built from start to finish. Customer service

#### Human Resources Manager | Data Analyst

Fort Bragg, NC

Department of Defense, United States Army

February 2020– Present

- Designed and implemented the organizations strength management report to distribute personnel and maintain a 95% operational readiness rate
- Analyzed, distributed, and managed personnel to strengthen and maximize all

subordinate organization's operational capabilities and requests consisting of over 105,000 Soldiers

- Analyzed Army wide attrition and retention trends, to predict future projections for the Commanding General, which resulted in a 12% improvement during Covid
- Created Human Resources training to properly onboard, and mentor new team members to further expedite existing team on processes and systems
- Coordinated with NEC on network security, software, and equipment for upgrades or repairs to an enterprise-level network which provided communication capabilities for more than 10,000 personnel worldwide.
- Collaborated with AESD in conjunction with NEC to assist partner organizations and departments to ensure information needs could be communicated in a secure and efficient manner

### **Human Resources Manager**

Fort Bragg, NC

Department of Defense, United States Army

November 2018 – February 2020

- Established and enforced policies and procedures which were implemented across more than 20 separate organizations totaling more than 25,000 Special Operations Soldiers including renewed or new directives
- Prepared and evaluated inspections in coordination with USASOC to ensure subordinate organizations are fully capable and proficient in their administrative and support roles
- Managed all Human Resources functions including performance evaluations, awards and promotions, and finance
  - Coordinated with the finance department to investigate, correct, and prevent individual pay discrepancies and delays in payroll processing

### **Human Resources Specialist**

Fort Bragg, NC

Department of Defense, United States Army

April 2016 – November 2018

- Managed team performances ensuring seamless changeover and advancement with new personnel
- Communicated with multiple units, offices, and teams to ensure personnel and finance actions were submitted without issues
- Compiled monthly reports on personnel availability, ensuring individual's medical and administrative records and operational availability or non-availability were documented
- Mentored fellow and subordinate Soldiers on matters including meeting job expectations, professional development, promotions and advancements, and personal development
- Accounted and maintained over 3,000 individual employee records accurately and without any loss for 16 consecutive months

## **EDUCATION**

**Fayetteville Technical Community College**

*Associates in General Education*

2023

**Harlingen Highschool South**

*Highschool Diploma*

2015

**SKILLS**

- Proficient with Microsoft Office Suite 365
- HTML5, CSS, JavaScript
- Python, SQL
- Strong troubleshooting, analytical, and problem solving skills
- Excellent communication and writing ability
- Ability to learn new concepts quickly, retain large amounts of information, to adapt to a changing work environment

**INTERESTS**

Marathons, Web Development, Videogames

**LANGUAGES**

Spanish, Portuguese,