

Stephanie Shaw

Professional Summary

Highly motivated Veteran with strong organizational, communication and personal skills including a level of confidence exhibited through good-judgment and decision-making skills. Possess strong ability to work well independently, able to manage or work as part of a team to accomplish tasks. Capable of creating "Value Added" to any situation based on past experience in multi-faceted work environments within the Veteran and Military community.

Professional Experience

HRCI Contractor – Family Assistance Center Specialist

Massachusetts National Guard Family Program, Springfield, MA

December 2010 –February 2017

- Provide information, referral, and assistance to military families from all branches of service, responding in a timely manner to all inquiries and outreach focusing on Finance, Entitlements, Community Support, Employment, Veterans Administration enrollment and Education benefits
- Create and execute appropriate programs, trainings, events, ceremonies and initiatives deemed necessary through various channels of Military Command and Community members
- Prepare service members and families for separation due to state and federal activation of National Guard Soldiers and Airmen
- Develop plans of action for veterans, service members and families in need of assistance; financial, emotional, education programs or employment hardships
- Liaison between military units, service members, families and community
- Maintain records and reporting of Center activity using the Family Program Management and State Family Program Database
- Coordinate briefings for communities, units, and families on appropriate information for all phases of deployment, available programs, services and updates to such
- Stay abreast of all regulations, guidelines and any updates to such
- Lead teams on special projects and event coordination
- Supervise staff for and create multi day workshops and curriculums for Veterans and their spouses
- Maintain appropriate levels of discretion and confidentiality as needed on a case by case basis, to include record keeping and file management security

747 Military Police Co. Family Readiness Group Chairperson

Ware, MA

April 2007- December 2010

- Supervise and delegate responsibilities throughout a team of 3 to 10 volunteers depending on needs
- Responsible for the coordination of events for service members, and their families, of the 747 Military Police Co. with the ability to host events for both small and large groups (up to 500 people)
- Point of contact for deployed soldiers and families in need of resources to help with issues as they arise, to improve quality of life
- Oversaw the publication of the monthly newsletter to inform families and soldiers of upcoming events and updates to DOD and Army regulations, benefits and policies
- Continually stay abreast of current guidelines and regulations as it relates to the Family Readiness Group
- Maintain detailed confidential records of soldier and family data, events and fundraisers to brief senior military leadership to achieve common goals and enhance military – civilian cohesion

Stephanie Shaw

Production Coordinator/ Receptionist

Metfin Shotblast Systems, Suffield, CT

August 2006- August 2007

- Maintained quality customer services as the front line to all clients
- Responsible for Accounts Payables and Receivables for parts and service departments
- Maintain continuous flow of information and new project communication between various departments
- Strong attention to detail and leadership skills to keep projects on task and schedule, allowing maximum productivity within the company
- Responsible for producing product proposals to new clients and creating the applicable user manuals for time of delivery
- Monitor multi line telephone system for all departments and managers

747 Military Police Company MA Army National Guard

Ware, MA

September 2000 – September 2006

- Basic Training and Advance Individual Training: Ft. Leonardwood, MO
July 11, 2001- November 16, 2001
- Secret Security Clearance
- Combat Lifesaver Course: Camp Edwards, MA
June 1, 2002- June 15, 2002
- Operation Enduring Freedom: Kabul, Afghanistan
 - Assigned to the 1st of the 3rd Special Forces Group
 - Perimeter Security
 - Convoy Security
 - Assisted with the Afghan National Army Training

Education and Additional Training

Bachelor Degree – In Progress

September 2015 – August 2017

Westfield State University

- Business Administration: Concentration of Finance

Associates Degree –Business

September 2004 – May 2006

Springfield Technical Community College

January 2002 – November 2002

- Accounting; Business Management; Marketing; Finance; Business Law

Computer Skills

- Internet Explorer, Microsoft Office Applications to include Outlook, Word, Excel, Publisher, PowerPoint, Access and Outlook

Resilience Training Assistant (RTA) Certified

November 2011

Army Community Service Master Trainer Course

Orlando, FL

September 2010

- Platform Skills; Public Speaking; Preparing instruction courses;
- Briefer Training Course
- Facilitator Training Course