

Jacqueline Branch

jacqueline.branch@usps.gov

**501 E. 32nd Street
Chicago, IL 60616
(312) 841-1361**

EDUCATION

May 2005 City of Chicago, Department of Buildings
Stationary Engineers License

Chicago, IL

July 1993 Grambling State University
Construction Engineering Technology, Bachelor of Science

Grambling, LA

WORK EXPERIENCE

Transition Coordinator

U. S. Postal Service

Bedford Park, IL

From: November 2012 To: present

DUTIES AND RESPONSIBILITIES

- Perform technical staff work in support of the implementation and administration of one or more human resources activities. Provide coordination and acts as a technical resource for various human resources programs, including personnel-related services, complement management and staffing. Serves as a point of contact between Human Resources and local management to ensure proper implementation of staffing guidelines.
- Develops transition plans in preparation for organizational workforce changes based on staffing needs. Generates and analyzes reports, as needed; using relevant data systems to determine current complement and proposed complement changes.
- Coordinate employee placement activities, hiring, including but not limited to: stand up talks, complement meetings, recruitment, job bidding, interviewing, fingerprinting, etc. Provides guidance and direction to local management and support staff regarding staffing, hiring, selection process and complement plans.
- Evaluate complement data and utilize workload measuring and complement planning systems to determine staffing needs, to include automated workload service credit data. Identify and resolve staffing issues.

A/Human Resource Specialist

U.S. Postal Service

Bedford Park, IL

From: June 2009 To: November 2012

DUTIES AND RESPONSIBILITIES

- Coordinated all human resources activities including, but not limited to personnel, recruitment, planning, complement control, job bidding, retirements and benefit event activities.

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Supervisor Distribution Operations

U.S. Postal Service

Bedford Park, IL

From: May 2005 To: June 2009

DUTIES AND RESPONSIBILITIES

- Successfully completed 16 week Supervisor's Program, which included classroom instruction and on the job training.
- Supervised an assigned group of employees operating automated/mechanized equipment, and/or manual processing and distribution operations at a mail processing center. In addition, ensured employee safety was maintained.

Facilities Specialist

U. S. Postal Service

Bedford Park, IL

From: January 2002 To: May 2005

DUTIES AND RESPONSIBILITIES

- Scope writer – Recommend new construction, building expansions, alternate quarters or purchase of existing buildings for Postal utilization.
- Project Manager – Monitor site reviews, design reviews, project planning, construction progress and completion.

Mail Processing Clerk

U. S. Postal Service

Bedford Park, IL

From: January 1998 To: January 2002

DUTIES AND RESPONSIBILITIES

- Process incoming mail en route to other local, national and worldwide Postal facilities; administer output reports and assist with machine maintenance.

SKILLS

Proficient in Microsoft Word, Excel and PowerPoint