

# JOHN R. HUNT IV

Cell: (619) 735-5736

[John.Hunt1997@gmail.com](mailto:John.Hunt1997@gmail.com)

[John.hunt2@va.gov](mailto:John.hunt2@va.gov)

585 E Street

Chula Vista, Ca 91910

## PROFESSIONAL SUMMARY

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Senior Program Analysis / Office Assistant with 5+ years of experience and a degree in business management and health care administration. Manage busy schedules and provide executive support while performing general office administration and analysis duties.

## EDUCATION

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### **Master of Business Administration**

Argosy University

**3/2015 Grad**

**3.80 GPA Magna Cum Laude**

### **Bachelor of Science Degree in Healthcare Administration**

California College San Diego

**11/2013 Grad**

**3.89 GPA Magna Cum Laude**

## SKILLS

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- Management Principles
- Supervisor/Leadership Experience
- Competency Based Education Model
- Management Decision Models
- Marketing Planning and Strategy
- Microsoft Office/Word Doc/Excel
- Communication/Coaching Skills
- HR Management & Talent Development

## EMPLOYMENT HISTORY

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### **Program Assistant (Analysis/OA)**

*7/2016-Present 40hr's wk.*

VA San Diego Healthcare System

Nutrition and Food Service

- Maintains automated appointments, calendars, schedules; coordinates meetings, conferences and or webinars
- Processes incoming and outgoing material such as correspondence, reports, etc.
- Attends meetings and coverages for Chief of Service in their absence.
- Primary Nutrition and Food Service Designated VATAS Pay Roll Time and Attendance Keeper.
- Analysis for Patient Satisfactory Surveys. Complies all surveys from each Clinic. Uses Excel to input data for each area and total the liked foods and disliked foods. Creates averages to report what patients like and disliked to us as a tool for food menu modification or menu changes.
- Provides Administrative Support to the Associate Director for Patient Care Services (ADPCS) as well as the Assistant Director of VA Medical Center. Screens calls and visitors to the ADPCS' and Assistant Director's office. Personally, handles many requests for information and resolves or assists in resolving a variety of complaints made by patients regarding administrative matters.

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- Assists in travel arrangements, sets hotel reservations and commuting reservations; prepares and tracts all travel documents for the service.
- Coordinates, prepares, and tracts personnel actions, resignations, retirements, recruitments and disciplinary actions for service.
- Maintains, updates and create performance evaluations for all staff.
- Prepares Human Resources Recruitment, and Resource Management Request. Processed recruit request by creating Job analysis, Best Qualified Standards, Telework Memorandums and other documentations to submit to Human Resource Specialist for job posting on USA jobs. Coordinate interview schedules, call applicants, set up Interview times slots, gathering interview panels, as well as sit on interview panels and conduct interviews.
- Update Position Descriptions, Functional Statements and other miscellaneous Human Recourses correspondence documentations.
- Receives, prepares, and maintains documentation associated with FTE (Full Time or Equivalent) service ceiling tracking as well as Designated Service Labor Mapping Coordinator.
- Utilizes Microsoft word, Excel, Outlook, PowerPoint to prepare correspondence, reports, presentations, graphs, etc.
- Organizes and maintains automated system of file, manuals, policies/procedures, and office records
- Collects, complies, tracks, and monitors data and statistical information in support of nutrition and food service program operations i.e., staffing, light duty database, Audiology and TB and Flu immunization compliance.
- Receives schedules, refers and contacts members of the VA SD Healthcare System Staff, VISN 22 officials, agency staff etc.
- Demonstrates tact and respect when dealing with customers and staff. Handles conflict and problems in dealing with the customer constructively and appropriately
- Communicates with internal and external contacts in person, in writing and by telephone.
- Prepares and or edits documents such as reports, meetings minutes, and various correspondence using proper format and grammar
- Nutrition and Food Service designated PIV/ ID Badge Sponsor and Manager

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**Office Assistant/ Respiratory Therapy Department**      5/2012 – 11/2015 **30hr's wk.**  
California College San Diego

- Clerical office and administration work, responsible for planning, directing, and organizing students' academics going into their clinical rotation experience.
- Critical advising and support role for student success and customer service work.
- Successfully assists the Dean of Education and Clinical Director with classroom upkeep, maintaining students' clinical files, immunization records, background records and screening telephone calls with confidentiality of student's information.
- Mentor students through the respiratory therapy program by educating them on Respiratory Therapy certifications, curriculum, and stress management.
- Assist the Respiratory Therapy department with state auditing through CoARC to keep compliance.
- Assist with student retention. Figuring out creative ways to keep students in school while constantly keeping in touch by telephone or email.
- Implementing car pool system among students, reaching out to public services for students who are on the verge of losing housing and creating relationships with non-profits to assist
- the student population.

## **MILITARY EXPERIENCE**

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**Quality Assurance Representative**      01/2002 – 01/2011  
United States Navy

- Responsible for training and mentoring over 40+ Navy and Marine Corps personnel in the tactical employment of Strike Fighter Fleet squadrons.
- Responsible for lecturing, teaching and educating sailors on proper equipment use and step by step procedures on advanced avionics systems.
- Responsible for by the book inspections for avionic systems on million-dollar aircraft components and equipment.
- Provide enlisted personnel with information and counseling related to Navy occupations, opportunities for general education and job training, requirements for promotion, and rights and benefits.
- Maintain and audit pay and personnel records of military personnel, determine military pay and travel entitlements and deductions

**Work Center Supervisor/Lead**      01/2000 – 01/2011  
United States Navy

- Managed a team of seventeen employees and contractors.
- Scheduled and distributed individual workloads to efficiently complete assignments for the day.
- Responsible for performing employee evaluations.

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## **ACHIEVEMENTS AND AWARDS**

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### **VA San Diego Health Care System**

- VA Medical Center Nutrition and Nourishment Committee Co-Chair
- VA Medical Center Controlled Substance Inspector 2018-Present

### **California College San Diego**

- 3x completion of the State Respiratory Therapy CoARC audit.
- Successfully completed and verified students have met their clinical objectives for 2013 and 2014 year.
- Successfully collected and reviewed student, clinical and clinical site evaluation surveys to meet the Respiratory Therapy department accreditation.
- CPR Certified
- AED Certified

### **United States Navy**

- Security Clearance
- Navy Achievement Medal x5
- Honorable Discharge