Jaim Bourg

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Summary

Talented Career Planner/Retention Specialist retiring from the Marine Corps, looking for a new career after a 20-year military career. Adept at moving organizations forward with cutting-edge technologies and approaches. Forward-thinking decision maker and visionary manager. Focused on building successful education/training paths in support of career goals. Hardworking and resilient professional with a deep understanding of company needs and market trends. A highly motivated employee with a desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills, offering over 10 years in human resource management.

Skills

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| * Conflict Management Education
* Work Experience Programs
* Critical Thinking
* Needs Determination
* Career Planning
* Problem-Solving
 | * Database Management
* Attention to Detail
* Effective Listening
* Clear Public Speaking Skills
* Program Management
* Talent Development
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Experience

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|  03/2012 - CurrentU.S. Marine CorpsNew Orleans, LA | Career Planner* Secret security clearance
* Solely responsible for personnel retention and bonus incentives within an organization of approximately 800-1000 personnel.
* Met or exceeded annual retention goals every year.
* Achieved the highest retention rate in the division among 13 similar-sized organizations in 2016, 2017, 2018, 2019, 2020, and 2021.
* Developed high-quality talent management solutions.
* Worked in a dynamic, customer-centric project environment.
* Assisted individuals in making career-related decisions by conducting assessments to measure skills, abilities, and interests.
* Facilitated new hire onboarding program by scheduling training initiatives, preparing applications, resolving enlistment issues, and processing paperwork.
* Worked with HR technological assets to advance employee continued education and training.
* Built strong professional relationships with stakeholders inside and outside the organization.
* Influenced senior leadership and junior employees across various backgrounds and cultural differences.
* Translated human resources and employee data into usable information for organizational leaders to assess the organization’s ability to retain employees.
* Executed organizational strategies to retain quality employees using consultative communication skills and techniques.
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| 04/2004 - 01/2012U.S. Marine CorpsCamp Pendleton, CA | Administrative Specialist* Summarized and analyzed data from sources to create detailed documents, reports, and high-level presentations.
* Arranged domestic and international travel, hotel, and transportation needs for staff.
* Scheduled and coordinated meetings, appointments, and travel arrangements for managers or supervisors.
* Garnered expertise in database systems to track client and customer information, file confidential records, and document financial reports.
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Education and Training

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| 11/2015San Diego, CA2023-2024Shreveport, LA | Bachelor of Arts in Human Resources ManagementAshford UniversityMasters of Business Administration Louisiana State University-Shreveport |
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Awards

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