

# CHRISTINA HAIRSTON

## HUMAN RESOURCES SPECIALIST

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**Email:** [christina.hairston@dla.mil](mailto:christina.hairston@dla.mil)

**Address:** 1321 Key West Ave Columbus, Ohio 43219

**Availability:** Immediate

**Veteran's Preference:** No

**Job Type:** Permanent, Full-Time

**Citizenship:** United States

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### SUMMARY OF QUALIFICATIONS

Results-driven Human Resources Specialist (GS-0201) supporting the Defense Logistics Agency in Columbus, OH. Proven ability to manage end-to-end staffing actions for a global civilian workforce. Skilled in applying federal HR laws, regulations, and policies (5 CFR, OPM, DoD, FLSA) to resolve complex cases and compliance. Proficient in HR systems including USA Staffing, DCPDS, ASARS, and TTFL, with a track record of streamlining processes. Recognized for strong analytical skills, customer service, and advisory support to supervisors, managers, and employees. Trusted to handle sensitive data and ensure equitable application of HR policy. Capable of cultivating a culture of continuous learning and development within diverse organizational contexts through cross-functional collaboration. Skilled in navigating regulatory landscapes, incorporating attention to detail and committing to delivering high-quality training solutions.

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### CORE COMPETENCIES

Staffing and Recruitment  
Federal Hiring Programs  
Position and Job Analysis

Training and Facilitation  
HR Processing and Systems  
Analytical Thinking

Pay & Compensation Administration  
Customer Service & Advisory Skills  
Regulatory Compliance

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### WORK EXPERIENCE

**HUMAN RESOURCES SPECIALIST (RECRUITMENT AND PLACEMENT) | 05/2025 - Present**

**DLA HUMAN RESOURCES OPERATIONS**

**GS-0201-09**

**COLUMBUS, OHIO**

**Hours Per Week:** 40

#### **Duties, Accomplishments, and Related Skills:**

**Regulatory Research and Staffing Support:** Research and interpret federal staffing regulations from CFR, OPM, DoD, local guidance, and bargaining unit agreements to respond to inquiries on basic staffing issues. Conduct historical document reviews using eOPF, DCPDS, DCPS, and Business Objects to support personnel actions and resolve discrepancies.

**Job Opportunity Announcement (JOA) Management:** Provide technical assistance to applicants and refer them to appropriate POCs and systems for application status updates. Prepare and issue JOAs for review, incorporate management feedback, and release final versions to USAJobs.

**Priority Placement Program (PPP) Operations:** Review PDs and RPAs to identify appropriate PPP option codes per the PPP Handbook. Interface RPAs to ASARS and input PPP requisitions within established timeframes.

**Recruitment and Assessment:** Participate in discussions with hiring managers. Conduct rating and ranking of applicants. Gather and review PDs, RPAs, job analyses, and qualification standards for consistency. Input recruitment data into HR systems and establish case files in USA Staffing. Review and finalize JOAs, determine types of preference and eligibility (e.g., VEOA, RIF, creditable service).

**Referral and Applicant Review:** Verify basic eligibility requirements and documentation for applicants. Review applications for qualifications and priority preferences, update applicant system statuses, and issue referral certificates. Notate priority list

reviews and inform management of any Priority 3 PPP matches. Close PPP requisitions in accordance with the PPP Handbook and issue applicant notices.

**Case File Audit and Closeout:** Upload all required documentation into USA Staffing case files and annotate notes per JOA checklist. Conduct final review of JOA case files, update HR systems, and transfer onboarding documents to eOPF.

**Job Offers and Onboarding:** Issue tentative and firm job offers and initiate conditions of employment requirements. Verify employment eligibility and qualifications of selectees. Clear RPL as applicable, conduct pay setting discussions, and review OF-306 for suitability issues. Create onboarding accounts and extend job offers through USA Staffing.

**Time To Fill Log (TTFL) Management:** Capture and input detailed recruitment data into TTFL in accordance with TTFL guide. Respond to Quality Control (QC) requests and pull open-action reports to manage workload and confirm data accuracy.

**Pay Setting and Personnel Actions:** Research desk guidance and DoD directives to make accurate pay setting determinations. Calculate rates of pay using regulatory worksheets and code RPAs accordingly. Research the Guide to Processing Personnel Actions for NOACs, legal authority, and remarks. Input and approve RPAs in HR systems and verify successful transfer to payroll.

**Other Duties:**

Coordinate Entry-On-Duty (EOD) dates, Permanent Change of Station (PCS) actions, and onboarding logistics for new hires. Complete personnel coding for new hire actions ensuring accuracy in DCPDS. Provide comprehensive HR support across staffing, classification, benefits, and labor relations for managers and employees throughout DLA. Handle inbound actions including promotions, reassignments, and career ladder growth (CLG), ensuring proper documentation and compliance. Perform pay calculations including locality adjustments, step increases, promotions, and special pay considerations. Train new HR specialists on procedures and USA Staffing workflows.

**HUMAN RESOURCES SPECIALIST (RECRUITMENT AND PLACEMENT) | 05/2024 -5/2025**

**DLA HUMAN RESOURCES OPERATIONS**

**GS-0201-07**

**COLUMBUS, OHIO**

**Hours Per Week: 40**

**Duties, Accomplishments, and Related Skills:**

**Regulatory Research and Staffing Support:** Served in a developmental HR role supporting staffing, and personnel processing functions. Reviewed Request for Personnel Action (RPA) notepads and processed personnel actions. Researched basic staffing policies and procedures to assist in resolving inquiries from managers and applicants. Applied specific federal regulations, agency guidance, and bargaining unit agreements to ensure compliance with HR actions.

**Job Opportunity Announcement (JOA) Management:** Supported hiring managers in verifying position descriptions and qualification requirements. Drafted and posted JOAs, coordinated dual announcements, and facilitated certificate releases. Ensured JOAs were consistent with classification standards and regulatory requirements.

**Priority Placement Program (PPP) Operations:** Entered RPAs into the Time to Fill Log (TTFL) and supported PPP and Reemployment Priority List (RPL) eligibility validation via ASARS. Assisted in identifying appropriate option codes and monitored match reports under supervision.

**Recruitment and Assessment:** Participated in discussions with hiring managers to support recruitment strategy. Assisted in rating and ranking applicants, including veterans' preference. Reviewed PDs, RPAs, and qualification standards for consistency. Supported development of job analyses and assessment questionnaires.

**Referral and Applicant Review:** Reviewed applications for qualifications and eligibility. Verified documentation for basic eligibility and priority preferences. Updated applicant status in USA Staffing and assisted in issuing referral certificates.

Responded to applicant inquiries via email and phone, providing clear guidance and maintaining high levels of customer satisfaction.

**Job Offers and Onboarding:** Assisted with onboarding processes by maintaining documentation and coordinating with HR benefits. Supported issuance of tentative and firm job offers. Scheduled Entry-On-Duty (EOD) dates.

**Documentation Review and Processing:** Reviewed and processed human resources documentation including RPAs, forms, job analyses, and onboarding materials. Ensured accuracy, completeness, and compliance with applicable regulations before final submission.

**Communication and Presentations:** Delivered oral briefings and updates to peers and supervisors on staffing procedures, applicant status, and onboarding timelines. Participated in team meetings and contributed to discussions on process improvements and regulatory changes.

**Pay Setting and Personnel Actions:** Assisted in calculating pay rates using locality tables, step increases, and special pay considerations. Supported coding of RPAs and verified accuracy in personnel systems. Reviewed Guide to Processing Personnel Actions to ensure correct NOACs, legal authorities, and remarks.

**Stakeholder Engagement:** Maintained effective working relationships with internal customers including hiring managers, HR specialists, and administrative staff. Coordinated with external associates such as onboarding teams to ensure smooth hiring and onboarding processes.

**CONTRACT ADMINISTRATOR | 10/2021- 05/2025**  
**DEFENSE CONTRACT MANAGEMENT AGENCY**  
**COLUMBUS, OHIO**  
**GS-1102-11**  
**Hours Per Week: 40**

**Duties, Accomplishments, and Related Skills:**

**CLIENT SATISFACTION & RELATIONSHIP BUILDING:** Contribute to overall client satisfaction by cultivating and strengthening positive, long-term relationships with both external and internal clients. Demonstrate a comprehensive understanding of policies and regulations, assuring post-award administration aligned with established standards. Promote positive communication and collaboration by facilitating productive meetings with contractors and customers.

**CONTRACT MODIFICATIONS:** Efficiently manage contract modifications by assessing project needs and adjusting contractual terms as necessary. Draft contract amendments to clearly outline changes in scope, cost, or timelines. Negotiate with stakeholders to reach mutually beneficial agreements regarding contract modifications. Maintain comprehensive documentation of all contract changes and associated communications.

**VENDOR & SUPPLIER RELATIONS:** Deliver high-quality contract specialist services to global clients across various industries. Apply knowledge of contract administration methods, principles, and practices of assigned specializations and standardized analytical to perform assigned tasks efficiently and effectively. Follow specific rules, regulations, and procedures to complete assignments independently and accurately. Work in accordance with established practices and prescribed procedures, using relevant guidelines to ensure compliance and quality.

**KEY ACCOMPLISHMENTS:**

- Guaranteed compliance with internal and external regulations throughout the entire lifecycle of contractual agreements by negotiating and revising contracts valued at \$200M+.
- Achieved stakeholder understanding and adherence to contractual requirements through strategic post-award conferences.
- Improved agency efficiency and effectiveness by offering vital guidance and recommendations on best practices for contract development, monitoring, and compliance initiatives.

**KNOWLEDGE, SKILLS, ABILITIES:**

- Possesses knowledge of contract law, demonstrated through successful interpretation, drafting, and negotiation of contracts.
- Skilled in conducting review and analysis of contracts to ensure compliance, identifying and mitigating potential risks.
- Adept at articulating contract terms, facilitating negotiations, and fostering positive relationships with stakeholders.
- Proficient in assessing contract terms, anticipating challenges, and proposing effective solutions for risk mitigation.
- Demonstrated organizational skills, efficiently managing multiple contracts, prioritizing tasks, and meeting deadlines.

**CONTRACT ADMINISTRATOR | 10/2020- 10/2021**  
**DEFENSE CONTRACT MANAGEMENT AGENCY**  
**COLUMBUS, OHIO**  
**GS-1102-09**  
**Hours Per Week: 40**

**Duties, Accomplishments, and Related Skills:**

**CLIENT SATISFACTION & RELATIONSHIP BUILDING:** Contribute to overall client satisfaction by cultivating and strengthening positive, long-term relationships with both external and internal clients. Demonstrate a comprehensive understanding of policies and regulations, assuring post-award administration aligned with established standards. Promote positive communication and collaboration by facilitating productive meetings with contractors and customers.

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**PROCUREMENT TECHNICIAN | 07/2019- 10/2020**  
**DEFENSE CONTRACT MANAGEMENT AGENCY**  
**COLUMBUS, OHIO**  
**GS-1106-07**  
**Hours Per Week: 40**

**Duties, Accomplishments, and Related Skills:**

**PROCUREMENT PROCESS MANAGEMENT & VENDOR RELATIONS:** Oversaw and executed various aspects of the procurement process, including requisition processing, vendor communication, and contract management. Built and maintained

relationships with vendors, negotiating terms and conditions to secure favorable agreements for the organization. Addressed and resolved challenges related to procurement, demonstrating a proactive and solution-oriented approach.

**PROCUREMENT DOCUMENTATION:** Ensured accuracy and compliance with relevant regulations and organizational standards in procurement documentation. Maintained organized and accessible procurement records with a strong attention to detail. Demonstrated proficiency in the development and management of procurement documents.

**KEY ACCOMPLISHMENTS:**

- Guided a team of 10+ Administrative Contracting Officers (ACOs), offering expert support on input forms and procedural intricacies to ensure precise actions and top-tier quality assurance.
- Fostered a collaborative and efficient team environment through proactive leadership skills, effectively managing contract personnel and overcoming challenges related to workload and contract closings.
- Championed the growth of emerging procurement technicians through impactful mentorship and comprehensive training, elevating their skills and knowledge for seamless procurement operations.

**KNOWLEDGE, SKILLS, ABILITIES:**

- Leverage knowledge of procurement processes, including strategic sourcing, contract management, and vendor relations.
- Able to assess market trends, evaluate supplier performance, and optimize procurement strategies for cost savings.
- In-depth understanding of procurement regulations, confirming adherence to legal requirements in procurement activities.
- Capable of utilizing procurement software and technology tools to streamline processes, enhance efficiency, and update accurate procurement records.
- Proven negotiation skills in securing favorable terms and conditions with suppliers, coupled with the ability to build positive relationships with vendors and internal stakeholders

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**TRAINING & CERTIFICATION**

DOD Financial Management Certification | Level I || DAWIA | Professional Certification – Contracting

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**EDUCATION**

B.A., Major: Criminal Justice, Wright State University