**NAME**

City, State

Phone number

Email Address

LinkedIn Account

**PROFESSIONAL SUMMARY**

[Job Title]and Military Veteran with a [Secret Security Clearance] and [how many] years of proven experience in the United States[Military Branch]. Accomplished measurable results while leading teams of [##]in a dynamic, fast - paced environment. Possess a comprehensive background in [Broad Areas of Knowledge and Experience] derived from conducting domestic and global operations in [Countries Worked or Deployed]. Managed risk upon multiple lines to protect assets, property, and equipment valued over [$$$] while meeting the expectations of senior leadership. Possess extensive knowledge in [Areas of Expertise].Recipient of multiple awards for outstanding performance and professionalism. Career supported by a [Degree if earned].

* Career Experiences
* Leadership
* Data Analysis
* Proficiencies
* Training and Development
* Policy Implementation
* Specialties
* Communication
* Microsoft Office Suite

**PROFESSIONAL EXPERIENCE**

**Employer One – City, ST 2007 – Present**

**Job Title**

One to two line job description. (optional)

* Level of responsibility and number of employees led or member of what type of team with responsibilities
* Property and accountability; $$$ value and amount or type of equipment responsible for
* Additional duty or responsibility with results

**United States Marine Corps – Various Locations 2004 – 2007**

**Team Leader**

Led, mentored, and trained a 10 person team conducting security and protection patrols in support of global operations while assigned to Camp Pendleton, CA for a period of 24 months.

* Directed employment of weapons systems; maintained 100% accountability and serviceability of all assigned equipment in excess of $75K
* Led over 40 security operations including combined Marine Corps, Air Force, and Navy strike teams; awarded the Navy and Marine Corps Achievement Medal by senior leaders for superior performance
* Managed $20M+ in classified equipment vital to national security and the safety of 150 employees; resulted in zero losses, and the continued integrity of all classified materials

**Additional Job Title**

Job description.

* Etc.
* Etc.
* Etc.

**Employer Two – Evansville, IN 1995 – 2004**

**Department Manager**

Managed nightly operations of a grocery department, overseeing all ordering, product displays as well as all aspects of customer service.

* Directed 11 staff responsible for processing, verifying and maintaining personnel-related documentation, to include: staffing, training, time cards, performance evaluations, and employee absences
* Scheduled all work shifts; ensured employee coverage of all grocery sections to maintain operations for a 24 hour work period

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**Employer Three – Alpharetta, GA 1994**

**Position**

Two line job description.

* Etc.
* Etc.
* Etc.

**EDUCATION**

Candidate, Master of Arts in Business, Georgia Southern University, Statesboro, GA

Bachelor of Science, Engineering, University of Maryland, College Park, MD – 2009

**CERTIFICATIONS**

CompTIA A+ (801, 802)

Lean Six Sigma

Advanced Leaders Course, 2015

Sexual Harassment / Assault Response and Prevention, 2014

**NOTABLE AWARDS**

Navy and Marine Corps Achievement Medal (2)

Volunteer Service Award

Employee of the Month

**TECHNICAL SKILLS**

**Software:** Microsoft Office, SharePoint

**Operating Systems:** Mac / Microsoft Windows

**Programming:** Java; HTML; CSS; C++; Visual Basic