

NAME**123 Main****Anytown, US 00000****(xxx) xxx-xxxx****emailme@mymail.com****Country of Citizenship: United States****SSN: xxx-xx-xxxx****Veteran Preference Points: 10 points****Top Secret/SCI Clearance**

Job Title:**Location:****Agency:****Job Announcement Number:**

CORE COMPETENCIES

Background Investigations, National Security Support, Personnel Security, Training, Planning, Mentoring, Coaching/Counseling, Management Advisement, Casework for OPM, Sensitive/Classified Government Information Access, Face-to-Face Interviews, Record Searches, Police Agencies, Courthouse Records, Logistics, Educational/Financial Institutions, Medical/Mental Health Facilities, Contractor Oversight, Project Management, Report Preparation, Computer System Utilization, Personnel Security Database Management, HUMINT, IMINT, SIGINT, MASINT and OSINT, Counter Intelligence, Standard Operating Procedure Development, Vendor Contract Negotiation

PROFESSIONAL EXPERIENCE

xx/xxxx-Present

Company

City/State

Hours per Week: xx

Salary: \$xx,xxxx/annual

Supervisor: Name; (xxx) xxx-xxxx; May Contact

Sales Executive

Resourcefully steered exceptional sales growth of Kohler plumbing products and brands by maximizing market share through strategically developing outstanding sales plans.

Demonstrated sharp leadership and managerial skill sets by designing and implementing plans for more than 100 big box home improvement units recording annual sales performance of \$20MM. Effectively applied dynamic marketing initiatives in growing 30 new programs and promotional actions which resulted in accounting for \$3MM in previous year sales results.

Drove logistics and lesson plans aimed at developing skills of kitchen designers and new employees during 200+ training events. Effectively developed product knowledge and other sales initiatives for top performing teams, dealing with over 100 Associates at each training.

xx/xxxx-Present

Company

City/State

Hours per Week: xx

Salary: \$xx,xxxx/annual

Supervisor: Name; (xxx) xxx-xxxx; May Contact

Logistics Officer

Effectively led national/international ground and air transportation, budgetary development and maintenance efforts for vehicles as well as all weapons systems, property transfers and the acquisition and disposition of needed supplies for units of 200-400 individuals. Proficiently oversaw the management of \$76MM in vehicles and other equipment in accordance with all military requirements; successfully recorded zero losses. Efficiently administered the movement and transfer of 500 pieces of equipment valued in excess of \$5MM. Contributed excellent administrative and management skills to monitor the Property Loss Program with the resultant achievement of recovering \$175,000+ in lost or damaged combat equipment. Proficiently designed and applied strategic cost reductions with the net result of savings in excess of \$200,000 for Brigade. Successfully performed analysis of freight lane utilization for pre- and post-deployment operations. Resourcefully organized all routing, shipping and materiel pick-ups during complex deployment activities. Actively participated in all negotiation sessions with non-government vendors. Effectively delivered training, mentoring and coaching/counseling to staff of five subordinate personnel to ensure consistent compliance with stringent military guidelines, procedures, policies and directives. Productively managed all daily Brigade and team operations.

xx/xxxx-Present

Company

City/State

Hours per Week: xx

Salary: \$xx,xxxx/annual

Supervisor: Name; (xxx) xxx-xxxx; May Contact

Company Executive

Productively served as second in command of a Digitized Military Intelligence Company overseeing activities of 70 personnel. Strategically prioritized and organized all maintenance and combat readiness activities encompassing \$70MM+ of combat systems that included 31 wheeled vehicles, 13 generators, eight trailers and computerized shelters, as well as more than 500 end items. Demonstrated excellent planning capabilities by coordinating the required, proactive periodic maintenance for 103 weapons and 86 units of equipment to assure combat readiness. Contributed design and implementation of maintenance tracking program for Brigade-Level Intelligence Electronic Warfare Systems. Proficiently developed tactical vehicle labeling systems utilized by entire Battalion.

xx/xxxx-Present

Company

City/State

Hours per Week: xx

Salary: \$xx,xxxx/annual

Supervisor: Name; (xxx) xxx-xxxx; May Contact

Analysis Control Team Leader

Applied dynamic leadership skills in providing comprehensive management abilities to assuring the combat readiness of \$10MM in equipment. Demonstrated excellent leadership and

managerial skills in training, coordinating and supervising platoon of 13 personnel, with responsibilities to assure safety and welfare of individuals. Designed Soldier Certification Standards as well as the adjoining Standard Operating Procedure for the Intelligence Imagery Systems (Common Ground Station TLQ-179). Skillfully developed capability for Brigade to view battlefield in support of effectively managing, tracking intelligence and targeting operations during battle. While engaged in battlefield training exercise, successfully contributed first communication link between Apache Longbow Helicopter (AH-64) and Common Ground Station TLQ 179, which aided Brigade Commander by providing real-time view of battlefield.

xx/xxxx-Present

Company

City/State

Hours per Week: xx

Salary: \$xx,xxx/annual

Supervisor: Name; (xxx) xxx-xxxx; May Contact

Counter Intelligence Platoon Leader

Demonstrated excellent administrative and managerial skills in leading training and professional development as well as assuring highest levels of health and welfare for 24 personnel.

Strategically prioritized and managed workflow to assure combat readiness for 32 wheeled vehicles, six computerized shelters and more than 500 other inventory units, with valuation exceeding \$10MM. Consistently ensured provision of Intelligence Electronic Warfare (IEW) and Human Intelligence (HUMINT) to meet needs of 1st Brigade Combat Team when required to meet a wide variety of international missions. Efficiently designed and managed Brigade foreign language program, supporting the maintenance of linguist 2/2 training proficiency levels.

Successfully developed and assured utilization of Prophet Platoon Tactical Standard Operating Procedures, Unit Movement Officer Book and Maintenance SOP.

xx/xxxx-Present

Company

City/State

Hours per Week: xx

Salary: \$xx,xxx/annual

Supervisor: Name; (xxx) xxx-xxxx; May Contact

Assistant Intelligence Officer S2

Effectively administered intelligence activities, including analyzing and predicting enemy actions, intelligence processing, and, during combat, updated the All-Source Analysis System workstation. Additionally was tasked with comprehensive responsibilities attached to Brigade Force Protection, Physical, Personal and Operations Security Officer; developed operational area threat vulnerability analysis. Strategically developed summaries of intelligence operations during combat activities and assured detailed analyses were provided for subordinates; additionally, preceding Brigade deployment, developed threat analyses, order of battle, intelligence preparation of battlefield products, convoy briefings and incident tracking plan for Brigade area of operations. Diligently provided tracking of battlefield activities to Brigade Commander, both as Night Shift Intelligence OIC and later as Senior Intelligence Officer in the new Brigade area of operations.

Applied dynamic management skills in overseeing the renovation of 150 schools as well as other civil projects with the resultant employment of 3,000 Iraqi citizens. During project productively interfaced with and led 100+ contractors and vendors during negotiations for contracts worth \$4.25MM+.

EDUCATION

University, City, ST

Bachelor of Science, Psychology Major, Military Science Minor, 2002

GPA: 2.87

Semester Hours: 136

TRAINING

Military Intelligence Officer Basic Course-Fort XYZ;, 2002

All-Source Analysis/ RWS Course, Fort XYZ, 2003

Unit Movement Officer, Fort XYZ, 2005

TECHNOLOGY SKILLS

Microsoft Word/Excel/PowerPoint

AWARDS

Bronze Star Medal, National Defense Service Medal, Global War on Terrorism Expeditionary Medal, Global War on Terrorism Service Medal and Army Service Ribbon, Army Achievement Medal

MISCELLANEOUS INFORMATION

Fluent in Spanish