**NAME**

Address

Phone number

Email Address

LinkedIn Account if you have one

**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 | * Proficiencies | * Specialties |
| * Leadership * Data Analysis | * Training and Development * Policy Implementation | * Organization/Communication * Microsoft Office Suite |

**PROFESSIONAL EXPERIENCE**

**EMPLOYER – 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 Military Job Title/s**

Job description.

* Etc.
* Etc.
* Etc.

**EXAMPLE CORPORATION ONE – 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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NAME, PG. 2**

**EXAMPLE CORPORATION – Alpharetta, GA 1994**

**Position**

Two line job description.

* Etc.
* Etc.
* Etc.

**EDUCATION**

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

**CERTIFICATIONS**

CompTIA A+ (801, 802)

CompTIA Security +

**SELECT AWARDS**

Navy and Marine Corps Achievement Medal (2)

Volunteer Service Award

Employee of the Month

**TECHNICAL SKILLS**

**Software:** Microsoft Office (2003, 2007, 2010), SharePoint

**Operating Systems:** Mac / Microsoft Windows (95, 98, XP, Vista), Windows 7, Windows 8

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