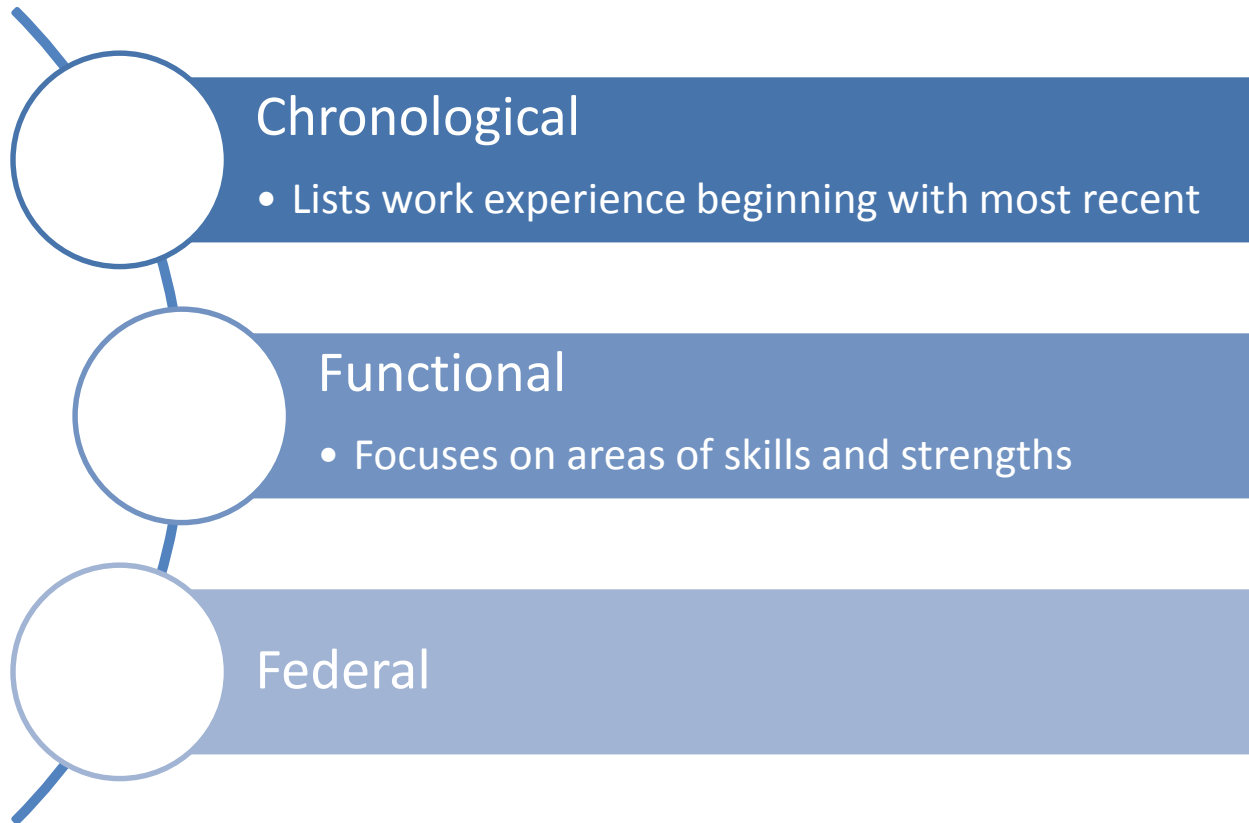


Resume Writing

Goal: Create a resume that describes your **experiences** while highlighting your **value** and targets your **career objectives**

Types of Resumes



JOHN SMITH
 123 Hilltop Drive, Olympia, WA 98502
 808-555-0821
JohnSmith@gmail.com
www.linkedin.com/pub/john-smith/8a/a16

PROFESSIONAL SUMMARY

Information Technology Project Manager and Military Veteran with an active TS/SCI Security Clearance and 15 years of proven experience in the United States Marine Corps. Accomplished measurable results while leading teams of 10-20 in dynamic, fast-paced environments. Possess a comprehensive background in telecommunications including network security and managing large-scale operations derived from conducting domestic and global operations in Saudi Arabia as well as combat operations in Iraq and Afghanistan. Managed risk upon multiple lines to protect assets, property, and equipment valued over \$25M while meeting the expectations of senior leadership. Recipient of multiple awards for outstanding performance and professionalism, including the Bronze Star Medal. Career is supported by a Master of Arts in Telecommunications Management.

- Strategic Planning
- Leadership and Training
- Operational Reporting
- Project Management
- Policy Implementation
- Information Assurance
- Records Maintenance
- Life-Cycle Management
- Complex Data Analysis

PROFESSIONAL EXPERIENCE

UNITED STATES MARINE CORPS – Various Locations 1999 – Present
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.

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Senior Division Telecommunications Executive

Served as Signal Chief managing day-to-day operations including training and mentorship for 23 employees.

- Advised and assisted the Division Head as well as 5 subordinate departments
- Achieved critical organizational restructuring, acquiring 50 new resources to support increased demand; improved output by 22% and raised retention to 91% through diversity and talent development programs
- Developed a cross-training program which resulted in increased efficiency and capabilities by 50%

Division Telecommunications Project Manager

Developed information management project plans and oversaw the projects installation and integration.

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Division Information Technology Director

Managed 30 technicians in daily functions of helpdesk support, communications security, infrastructure, and developing operational procedures to facilitate network expansion.

- Oversaw a 3,500 user-based network and \$25M worth of communication assets with a 99% reliability rate
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Resume Sections



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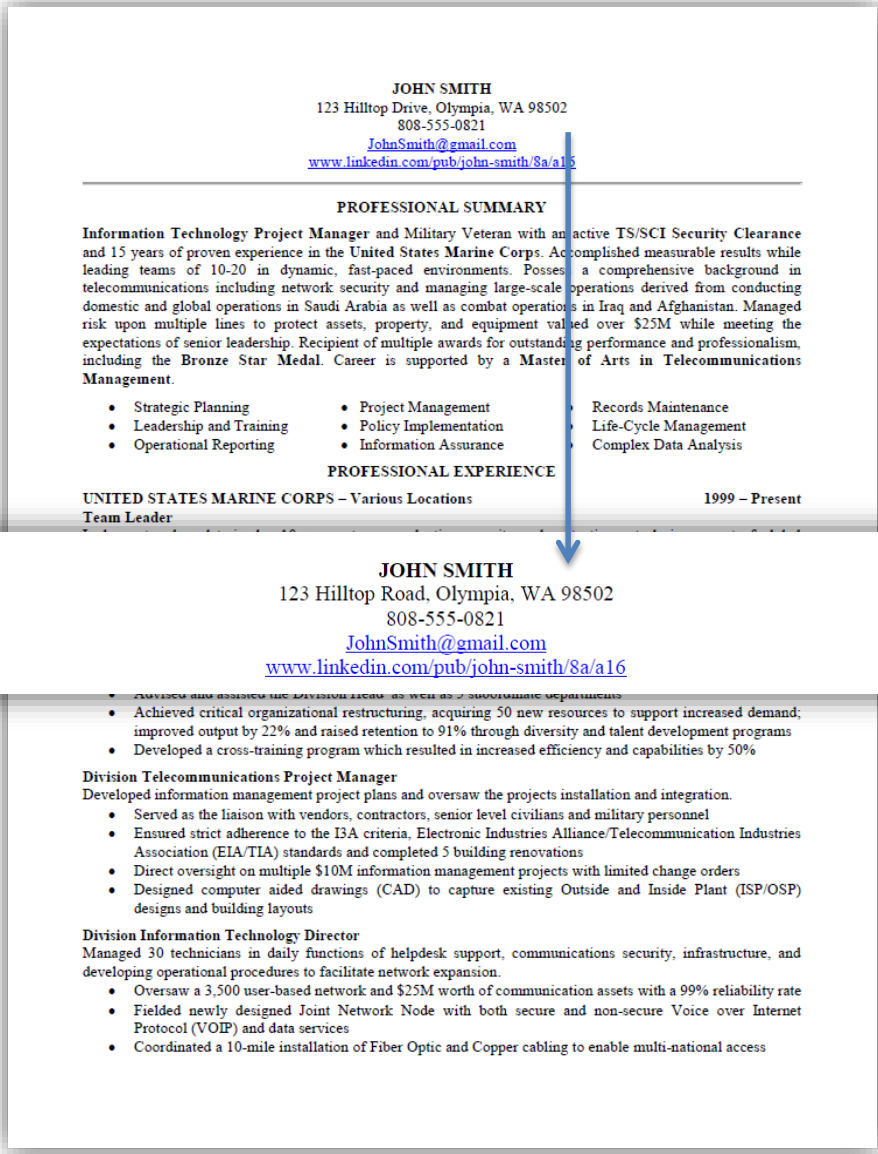
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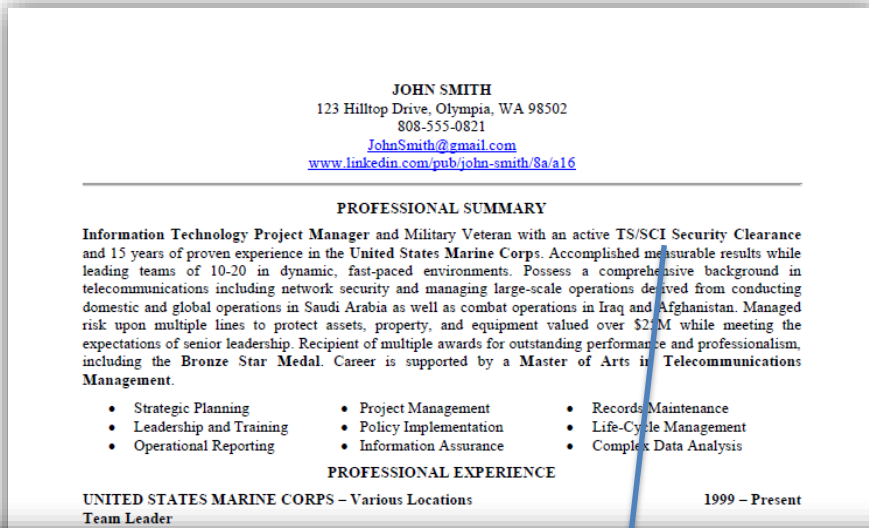
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The 10-Second Test







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Professional Experience

CHRONOLOGICAL & FUNCTIONAL



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SKILLS

PROJECT MANAGEMENT

- Managed \$19M in specialized projects while overseeing assets valued at \$25M
- Served on Admiral Stevens' Personnel Tempo (PERSTEMPO) project with a contract budget of \$11.2M
- Coordinated efforts at the highest levels of the Joint Staff, Combatant Commands and federal agencies
- Developed a cross-training program which resulted increased efficiency and capabilities by 50%

LEADERSHIP AND SUPERVISION

- Identified and recruited 200 new personnel into the United States Army with a retention rate of 97%
- Responsible for the management, and market dominance of 300 square miles and four personnel
- Managed 205 Special Operations Forces personnel including subordinate department heads
- Led over 40 combat operations including combined Marine Corps, Air Force and Navy strike teams
- Served as the senior director for a telecommunications organization of 50 IT professionals

INFORMATION ASSURANCE

- Coordinated a 10-mile installation of Fiber Optic and Copper cabling to enable multi-national access
- Fielded newly designed Joint Network Node for both secure and non-secure VOIP and data services
- Oversaw a 3,500-user based network and \$25M worth of communication assets with a 99% reliability rate
- Designed, planned, inspected, and certified 30 telecommunication Military Construction Agency projects

PROBLEM SOLVING AND ANALYSIS

- Improved output by 22% and raised retention to 91% through diversity and talent development programs
- Led the Concepts Integration Squadron, meeting all milestones ahead of schedule with 60% of manning
- Accountable for developing procedures and technical standards related to Information Management (IM)
- Constructed "Statements of Work" outlining project requirements and industry standards

EXPERIENCE

UNITED STATES MARINE CORPS – Various Locations 1992 – Present

- Senior Division Telecommunications Executive
- Division Telecommunications Project Manager
- Division Information Technology Director
- Recruiting Station Commander

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Company, Location, Duration

UNITED STATES MARINE CORPS – Various Locations

1999 – Present

Title

Division Information Technology Director

Description of Role

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Accomplishments

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Military Skills

Infantry

Successfully performed patrols in combat which resulted in 50 enemy KIA and secured 15 HVT's

?

Heading

Summary of Qualifications

Areas of Expertise

Professional Experience

Education/Training

Certifications

Technical Skills

Military Skills

Infantry

Successfully performed patrols in combat which resulted in 50 enemy KIA and secured 15 HVT's

Superior security operations management skills; led and conducted over 100 combat patrols over a 12 month period in support of Operation Iraqi Freedom which resulted in the capture of 15 most wanted enemy combatants

Heading

Summary of Qualifications

Areas of Expertise

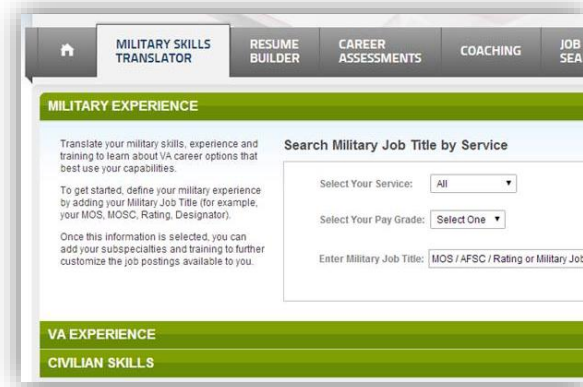
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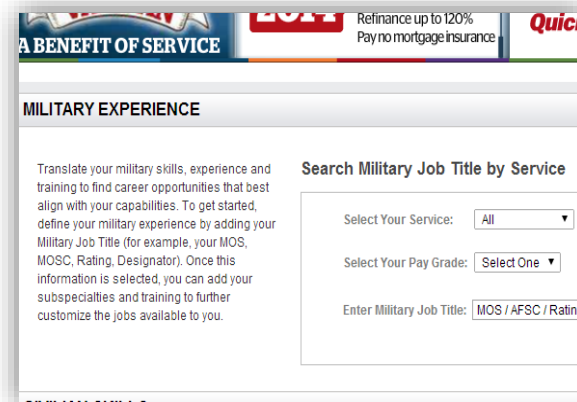
Military Skills Translators



<https://mst.vaforvets.va.gov/mst/va/>



<http://www.onetonline.org/crosswalk/MOC/>



<http://www.military.com/veteran-jobs/skills-translator>



JOHN SMITH, PG. 2

Recruiting Station Senior Manager

Held progressively challenging positions in operations and general management as a recruiter and senior manager. Developed contacts, fostering positive relationships between community leaders, educators and the Marine Corps.

- Selected as the top new recruiter for the Minneapolis recruiting region; recognized as the best recruiting station for the San Diego recruiting region
- Identified and recruited approximately 200 new candidates; maintained a retention rate of 97%
- Oversaw management and market dominance of 300 square miles and 4 personnel

EDUCATION

Master of Arts, Telecommunications Management, Webster University, St. Louis, MO – 2013
 Bachelor of Science, Engineering, University of Maryland, College Park, MD – 2009

CERTIFICATIONS

ETA Certified Fiber Optics Installer
 Comp TIA A+ (801, 802)
 AutoCAD
 Comp TIA Security+
 C|EH v8 (Certified Ethical Hacker)

AWARDS

Bronze Star Medal
 Combat Action Ribbon

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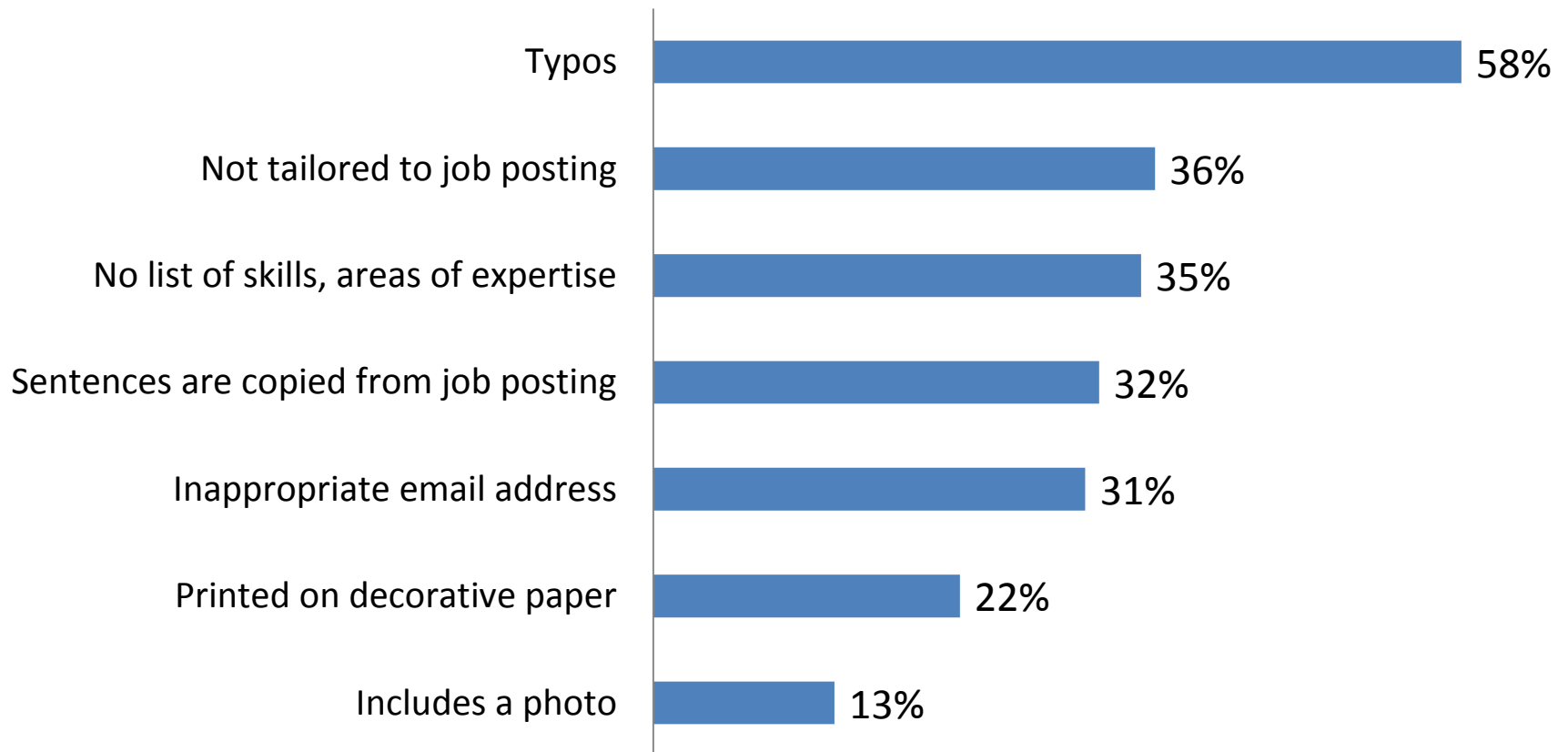
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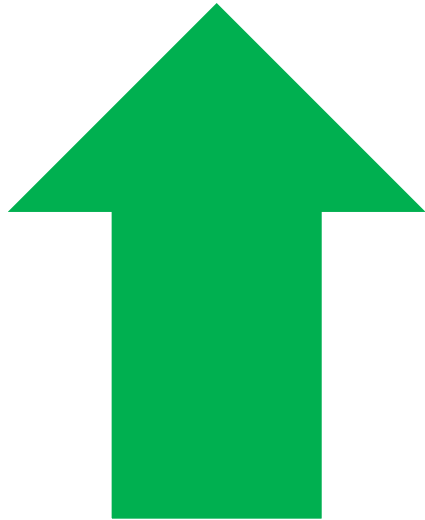
AWARDS

Bronze Star Medal
 Combat Action Ribbon
 Iraq Campaign Medal
 Navy and Marine Corps Achievement Medal



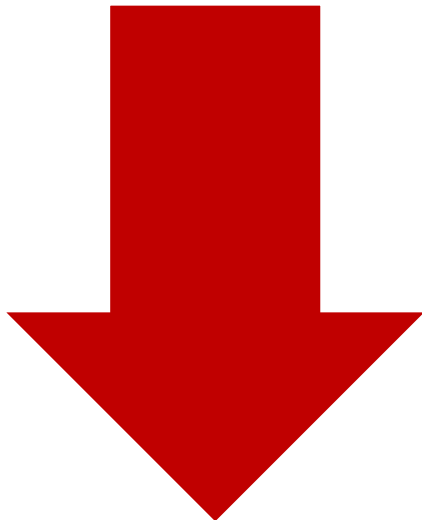
Resume mistakes that automatically dismiss candidates, as identified by employers





DO

- Target qualifications for a specific job
- Translate military skills
- Use a professional email
- Quantify your results (\$, %, #)
- Spell out abbreviations



DON'T

- Make errors – grammar and format
- Use pronouns (I, me)
- Use photographs
- Falsify data
- Be subjective/use adjectives

Up Next:

PRACTICAL APPLICATION