

John Doe

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PROFESSIONAL SUMMARY

Accomplished military professional transitioning to a civilian career. Demonstrated leadership, strong communication skills, and experience in operations management. Proven ability to perform under pressure and adapt quickly to new environments.

CORE COMPETENCIES

- Team Leadership
- Project Management
- Logistics Coordination
- Operations Planning
- Training and Development
- Process Improvement
- Strategic Thinking
- Communication

PROFESSIONAL EXPERIENCE

Operations Supervisor

United States Army 2019 – 2024

- Led and managed a team of 20 personnel, improving overall team efficiency by 15%.
- Oversaw logistics operations, including scheduling, resource allocation, and material management.
- Developed and implemented training programs, resulting in increased operational readiness.
- Ensured compliance with safety and quality standards in high-pressure environments.

Logistics Specialist

United States Army 2016 – 2019

- Coordinated transportation and distribution of supplies and equipment to various locations.
- Maintained accurate inventory records for over \$5M in assets.
- Assisted with training new personnel in logistics systems and procedures.

EDUCATION

Bachelor of Science in Business Administration

State University, Hometown, ST 2016

Additional Military Leadership & Management Courses

CERTIFICATIONS

- Project Management Professional (PMP) – Expected 2024
- Lean Six Sigma Green Belt