

Jane Doe

Email: jane.doe@email.com Phone: (123) 456-7890 Location: Anytown, ST 12345
LinkedIn: linkedin.com/in/janedoe

Professional Summary

Disciplined and adaptable professional leveraging 8+ years of leadership and operational experience in the United States Army. Proven skills in team management, logistical coordination, and problem-solving. Eager to contribute military-acquired competencies to a dynamic civilian organization.

Core Competencies

- Team Leadership & Training
- Strategic Planning
- Logistics & Supply Coordination
- Process Improvement
- Risk Management
- Communication

Military Experience

Squad Leader | U.S. Army 2017 – 2023

- Led training and development for a team of 12 soldiers in high-pressure environments.
- Coordinated daily operations, ensuring mission objectives were achieved efficiently.
- Managed \$500,000 in equipment and supplies, maintaining accountability and operational readiness.
- Implemented safety procedures, reducing incidents by 30%.

Logistics Specialist | U.S. Army 2014 – 2017

- Conducted inventory management and supply chain operations for battalion-level units.
- Streamlined logistics workflows, decreasing processing time by 20%.
- Prepared detailed reports and maintained accurate documentation.

Civilian Work Experience

Operations Coordinator | AnyCompany, Inc. 2023 – Present

- Organize schedules and support logistics for cross-functional teams.
- Assist in onboarding, training, and tracking project deliverables.
- Facilitate internal communications to ensure efficient workflow.

Education

B.A., Business Administration | State University 2014

Certifications & Awards

- Project Management Professional (PMP), Expected 2024
- Army Commendation Medal
- Certified Logistics Associate (CLA)