

First Last

City, State | (555) 123-4567 | email@example.com

PROFESSIONAL SUMMARY

Accomplished veteran with extensive experience in leadership, operations, and team management. Proven ability to adapt military skills to civilian roles, fostering efficiency, teamwork, and results in dynamic environments.

CORE COMPETENCIES

- Leadership & Supervision
- Project Management
- Process Improvement
- Communication
- Training & Development
- Problem Solving

PROFESSIONAL EXPERIENCE

Squad Leader — U.S. Army, Fort Bragg, NC

2018 – 2023

- Supervised and trained a team of 10 personnel, ensuring mission readiness and performance.
- Managed logistics, schedules, and communications for daily operations.
- Coordinated with cross-functional teams to achieve objectives on-time and within scope.

Operations Specialist — U.S. Navy, Norfolk, VA

2014 – 2018

- Supported operational planning and execution in high-pressure environments.
- Developed process improvements, enhancing workflow efficiency by 15%.
- Maintained accurate records and ensured compliance with protocols.

EDUCATION

Bachelor of Science in Business Administration

State University — 2014

CERTIFICATIONS & TRAINING

- Project Management Professional (PMP)
- Lean Six Sigma Green Belt
- First Aid & CPR Certified