

Military-To-Civilian Transition Functional Resume

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SUMMARY OF QUALIFICATIONS

- Dedicated professional with eight years of outstanding performance in the U.S. Military: earned two promotions and excelled as a leader.
- Accountable and ambitious, able to remain focused and productive in challenging situations.
- Offering top-quality customer service and security operations.

SKILLS:

Customer Relations * Security Operations * Asset Protection * Emergency Preparedness * Crisis Management * Defensive Techniques - Firearms Proficiency * First Aide * Computer Literate: Internet, Windows, Microsoft Office: Word, Excel, PowerPoint, Outlook.

PROFESSIONAL SKILLS

SECURITY

- Produced a safe environment for customers and staff by providing personal and asset protection via advance security, detail inspections, investigations, and emergency response.
- Accounted for the safety of equipment valued at \$600,000+.
- Secured the personal safety, training, and performance of nine U.S. Army soldiers.
- Promoted security operations: monitored and instructed classes consisting of 39 to 130 students, strengthening knowledge and proper execution of First Aid, Survival, War tactics, and Security.
- Proved security response with tenacity, endurance, and dedication by remaining of sound mind and proving to be a leader during challenging times in Iraq.

CUSTOMER SERVICE

- Offered productive and friendly services that enhanced team performance and ensured a professional customer-focused image for employers.
- Promoted within short period by demonstrating an over-achieving dedication that maximized results for the entire team.
- Provided internal customer service by relating with all personnel in congenial and professional manner that facilitated the development of a diversified group.
- Enhanced soldiers' individual and professional growth, developing them into independent decision-makers.

OPERATION AND ADMINISTRATION

- Ensured optimal procedures and workflow operations, experience in organizational leadership.
- Organized schedules for over 39 soldiers and successfully enhanced time efficiency.
- Prevented over 15 cancellations, persuaded, and negotiated contracts renewals.
- Implemented a new route that resulted in saving gas cost, and minimized work time.

PROFESSIONAL EXPERIENCE

2001 – 2004	Squad Leader/Sergeant	U.S. Army National Guard	Norfolk, VA
2001 – 2002	Pool Tech	Rainer Olympian Pool Services	Norfolk, VA
1996 - 2001	Team Leader/Sergeant	U.S. Army	Baumholder, Germany

EDUCATION

Tidewater Community College, Virginia Beach, VA
Pursuing Associate of Applied Science Degree: Administration of Justice