**Military to Civilian Resume**

linkedin.com/is/sampleresume | Fayetteville, AR 72701 | (479) 555-5555 | sample@email.com

# Education

## University of Arkansas, Sam M. Walton College of Business, Fayetteville, AR

*Bachelor of Science in Business Administration* Expected December 2019

* Major: Supply Chain Management, Minor: Business Analytics

# Skills

* Languages: HTML, JavaScript, PHP, Visual Basic
* Software: Adobe Acrobat, Adobe Photoshop, Microsoft Office Suite

# Business Projects

## Semester Group Project, Retail Supply Chain Course

## Collaboration with Kimberly-Clark’s Supply Chain Division, Fall 2018

* Analyzed financial data and identified areas to improve efficiency between Kimberly-Clark’s plant and 24 Walmart distribution centers
* Presented with 5-person team in front of Kimberly-Clark executives and Walton College Dean to provide a solution for $6 million annual savings

# Professional Experience

## U.S. ARMY, El Paso, TX

## Information Technology Specialist, October 2013 – July 2017

* Maintained, processed, and troubleshot computer systems/operations, providing technical support and configuring security equipment for team of 674 staff members
* Disseminated guidance, procedures, and policies regarding computer security
* Reviewed threat and vulnerability assessments, recommending cost-effective security countermeasures and recovery plans for network data
* Researched latest market trends and reviewed current information technology advancements
* Worked with portable network systems capable of supporting up to 1,000 users in deployment

## U.S. ARMY, Fort Hood, TX

## Assistant Operations Officer, February 2012 – September 2012

* Coordinated and planned day-to-day operations and logistical support, helping facilitate smooth information exchange between the Operations Officer and 465 staff members
* Advised and supported Operations Officer in meeting objectives for planned operations
* Prepared and reviewed serious incident reports, situation reports, operational briefs, and other required reports for accuracy and precision
* Developed a real-time system for tracking combat readiness and operation status

## U.S. ARMY, Fort Hood, TX

## Platoon Leader, August 2010 – January 2012

* Supervised a 50-person team, providing individual coaching and mentorship to foster professional development
* Developed and facilitated a comprehensive training program that led to 100% certification of critical tasks and team’s excellence in light infantry
* Ensured equipment’s operational readiness by scheduling and overseeing regular maintenance of vehicles and radio equipment, valued at more than $2 million
* Served as liaison with external organizations in order to ensure quality training environments