



Paralyzed Veterans
of America

PAVE

Paving Access for Veterans Employment

Generic Resume Template



NAME

City, State • Phone Number

Email Address • LinkedIn URL (shortened)

PROFESSIONAL SUMMARY

Professional Title and military veteran with # years of proven experience in the United States Army. Accomplished measurable results while leading teams of # personnel in a dynamic, fast - paced environment. Possess a comprehensive background in X and X derived from conducting both foreign and domestic operations. Managed risk upon multiple lines to protect assets, property, and equipment valued over \$\$ while meeting the expectations of senior leadership. Career supported by a X degree and vast operational experience.

Skill
Skill

Skill
Skill

Skill
Skill

PROFESSIONAL EXPERIENCE

ORGANIZATION – Location

Job Title

Accomplished (X) by doing (Y) resulting in (Z)
Accomplished (X) by doing (Y) resulting in (Z)
Accomplished (X) by doing (Y) resulting in (Z)

Month Year – Month Year

ORGANIZATION – Location

Job Title

Accomplished (X) by doing (Y) resulting in (Z)
Accomplished (X) by doing (Y) resulting in (Z)
Accomplished (X) by doing (Y) resulting in (Z)

Month Year – Month Year

ORGANIZATION – Location

Job Title

Accomplished (X) by doing (Y) resulting in (Z)
Accomplished (X) by doing (Y) resulting in (Z)
Accomplished (X) by doing (Y) resulting in (Z)

Month Year – Month Year

EDUCATION

Degree, Major, Minor, University, Location



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Generic Resume Example



John Doe

Houston, TX • (000) 000-000

doejohn@gmail.com • <https://www.linkedin.com/in/johndoe>

PROFESSIONAL SUMMARY

Operations Manager and military veteran with 12 years of combined experience. Accomplished measurable results while leading teams of 50 personnel in a dynamic, fast - paced environment. Possess a comprehensive background in Process Improvement and Teambuilding derived from conducting both international and domestic operations. Managed risk upon multiple lines to protect assets, property, and equipment valued over \$61M while meeting the expectations of senior leadership. Career supported by a Bachelor of Business Administration degree and vast operational experience.

Risk Management
Logistics

Training & Development
Business Analysis

Budgeting
Secret Security Clearance

PROFESSIONAL EXPERIENCE

UNITED STATES ARMY – Various Locations

Feb. 2006 – Feb. 2018

Operations Manager

Supervised the training of 40 employees by developing learning curriculum and progress markers, resulting in a 100% course completion rate.

Planned, coordinated, and oversaw the daily activities of 252 members, ensuring monthly, quarterly and annual goals were met.

Re-structured reporting and tracking functions from paper to electronic storage, resulting in a 68% increase of workplace efficiency.

PETE’S WAREHOUSE – Houston, TX

Sept. 2004 – Feb. 2006

Shift Manager

Created work schedules for 30 team members, resulting in 100% of shifts being properly staffed.

Conducted 60 performance reviews on a yearly basis, identifying productivity shortfalls and administering peer counseling as necessary.

Answered phones, filled out order forms, monitored tracking receipts, and managed all return orders for over 13 customers daily.

EDUCATION

Bachelor of Science, Business Administration, Sailor University, Tampa, FL