

Assume the Hiring Manager is Not Familiar With The Military

- Be sure to write the description of the work you did, and what you accomplished, in the military work *using language that civilians can understand, avoiding military lingo, abbreviations and acronyms.*
- This website is very helpful in making the translation: <http://www.onetonline.org/crosswalk/MOC/>

To use:

1. Select the correct military branch from the drop down
2. Enter your MOS or MOC in the box
3. Hit go
4. Choose the correct job from the list on the next page
5. Use the description in the tasks section write a civilian friendly job description for what you did in the military – but remember, it is not appropriate to copy and paste what is on this page onto your resume!

Create A Resume that Addresses the Employer's Needs

- As with any resume, it is important to highlight the military experience, skills, and accomplishments that are most relevant to the job you are applying for.
- Your resume should answer these questions posed by a potential employer, “WHAT can this candidate do for my company and WHY are they a good fit for the position?”
- Determine (from the job description and other sources) what skills and experience are required for the job.
- Then decide what aspects of your background (skills, experience, accomplishments and awards) are most relevant to the position.
- Do not include, or deemphasize, any information that does not relate to the opposition you are applying for including any unrelated military awards, training and distinctions.
- See below for more information on listing related and unrelated Military Experience on your resume.

Outlining Your Experience – One Entry or Multiple Entries for Various Postions Held in the Military

- Some veterans prefer to list all their experience in one entry under one job title, while others break up their experience by job/position held and outline their military career position by position.
- Either tactic is acceptable, just be sure to include all information that is relevant to the position you are applying for (see below)

Resume Examples: One Section/Entry: Jon Deville, Jason Watson, Joseph Miller

Resume Examples: Multiple Entries for Various Positions Held: Kaitlyn Rothwell, Lia Burton, Jonathan Smith, Mary Ryan

Mentioning Deployments

- If you were deployed, it is up to you whether you want to mention it.
- However, if the work you did while deployed is relevant to the position you are seeking now, it may be worth outlining.

Resume Examples: Deployments listed on resume: Kaitlyn Rothwell, Jonathan Smith, Mary Ryan, Joseph Miller

Highlighting RELATED Military Experience

- If you have military experience that is related to the position/field you are applying for, it is important that you highlight it on your resume.
- Include all related experience in a section at the beginning of your resume
- Name the section “Related Experience”, “Relevant Experience”, “Military Experience”, or a name that is relevant to the field (ie. “Healthcare Experience”)
- Divide your experience by positions held or list all your experience in one section/under one job title
Resume Example: Multiple Entries for Various Positions Held: Kaitlyn Rothwell, Lia Burton, Jonathan Smith, Mary Ryan
Resume Example: One Section/Entry: Jon Deville, Jason Watson, Joseph Miller
- Whenever possible, list job duties and accomplishments with quantifiable data, such as numbers of employees managed, types of equipment/supplies handled, how much the equipment was worth, etc.

Resume Examples that highlight related experience:

Kaitlyn Rothwell: Active National Guardsman who was a Physical Therapy Assistant and Medical Assistant in the Army (deployed overseas) searching for a job as a Physical Therapy Assistant

Lia Burton: Certified Combat Lifesaver Instructor and Combat Medic/Healthcare Specialist in the Army National Guard applying for a position as an civilian EMT

Mary Ryan: Active National Guardsman, who was a leader in a medical facility (EMT/Paramedic) while deployed overseas applying to Nursing school

Listing UNRELATED Military Experience

- There are many veterans that have held military jobs that are very different than what they are planning to get into now that they are a civilian.
- Just because your military experience is not related to your current career or job choice, does not mean it is invaluable!
- Veterans are known for their wealth of transferrable skills including leadership, teamwork, integrity, strong work ethic, dedication, loyalty, etc. etc.
- Highlight these skills when writing your job description for your military work so an employer can easily make the connection between how you used these skills to be successful in the military and how you will use them to be successful at their company. See next section for examples!
- Whenever possible, list job duties and accomplishments with quantifiable data, such as numbers of employees managed, types of equipment/supplies handled, how much the equipment was worth, etc.

Examples of Highlighting Transferrable Skills Gained from Military Positions

Leadership Skills:

- Squad Leader of an 8 man team responsible for their physical and mental wellbeing.
- Team Leader of four to five men; responsible for their training and performance.
- Directed the day-to-day operations of over 100 personnel and electronically monitored base perimeters ensuring the incident free processing of over 52,000 local nationals and 8,000 vehicles
- Directly responsible for the actions of between 3 and 12 team members and millions of dollars in Air Force equipment during state-side training and two deployments to hostile fire zones in Iraq
- Orchestrated patient movement at different locations throughout Kabul, Afghanistan to ensure all Afghan local nationals would receive medical care
- Led four person team in preparation for and reception of over 4500 arriving wounded and ill from Operations Iraqi and Enduring Freedom
- Supervise 3 person team in set-up, maintenance and breakdown of 2 bed mobile Emergency Room; triage incoming patients, initiate patient records, preoperative patient preparation; implement physician orders and treat non-emergent patients

Continued on next page!

Examples of Highlighting Transferrable Skills Gained from Military Positions (continued)

Management Skills:

- Managed squad personnel, including two team leaders, and equipment worth over \$1,000,000.
- Managed a carefully selected team of Health Care Providers and Health Care Specialists
- Coordinated sector response during 45 emergency defense operations
- Developed detailed mission plans for over 45 combat patrols and 30 tactical checkpoints

Training/Teaching Skills:

- Facilitate training, food, housing and professional development for 14 enlisted soldiers
- Taught new flight members in basic infantry tactics as well as unit specific procedures ensuring that individual Airman were ready physically and mentally for combat operations
- Instruct soldiers on basic point of contact care for war time scenarios including: administering IV reconstitution, providing wound care treatment, stabilization of broken bones, understanding and providing airway interventions, use of tourniquets, providing basic airway breathing and circulation interventions, etc.
- Responsible for cross training team members in all positions needed to run the squad efficiently and effectively.
- Instructed and supervised team members in procedures and skills to ensure compliance with safety guidelines.

Organization Skills:

- Streamlined patient intake procedures to assure complete capture of patient demographics
- Assisted the Platoon Leader in all technical and tactical planning leading to 100% success
- Saved 120 man-hours per month on Aircraft Maintenance procedures by streamlining key steps (a 35% increase in efficiency).
- Managed the distribution of office supplies including office desks, filing cabinets and office chairs valued at over \$200K.

Interpersonal/Communication Skills:

- Served as a resource for new team members; provided information and aided them in obtaining specific support services such as transportation, child care, personal finances, healthcare, housing, etc.
- Established relationships with team members and their families to ensure understanding of expectations.

Teamwork:

- Part of a 20-person team that maintained physical control of vehicle and personnel entry/exit procedures ensuring security of Air Force and Army air/ground assets
- Provided exceptional law enforcement as a member of the 82nd Airborne Division's Military Police company. Infiltrated drug operations to curtail illegal drug imports as a member of the Clandestine Counter-Drug Operations team.

Attention to Detail:

- Inspected all weapons and other equipment was in proper working order and were cleaned and stored correctly after use.

Additional Resources

Hire A Hero – Resume Builder:

<http://www.hireheroesusa.org/wp-content/uploads/imported/stories/Workshops/resumebuilder.pdf>

Hire A Hero – Resume Toolkit:

<http://www.hireheroesusa.org/veteransoverview/toolkit/>

Military.com/Monster.com Veteran Employment Center:

<https://login.monster.com/?ch=COMILC&redirect=http%3a%2f%2fmy.military.monster.com%2f>

Military.com – Resume Writing Articles:

<http://www.militaryhire.com/articleindex.servlet#resumewriting>

Article: How to Write A Military Resume:

<http://www.baseops.net/transition/resumetips.html>

Crossroads Career Network: Resume Writing Article:

<http://www.crossroadscareer.org/2011/11/veterans-5-resume-writing-tips-to-help-you-stand-out/>

Jon Deville

7851 Eighth Street, Baldwinsville, NY 13088 ▪ (315) 135-5698 ▪ jondeville@gmail.com

Education

AAS, Electrical Engineering Technology, May 2012
Onondaga Community College, Syracuse, NY

Related Coursework

Circuits I & II	Calculus I & II
Electronic Circuits I & II	Physics I - Mechanics
Digital Electronics	Public Speaking
Communication Systems I	Chinese I
Ethics in Engineering and Technology	

Work Experience

Gypsum Express Trucking, Baldwinsville NY April 2004 to April 2010
Local Driver

- Picked up and delivered trailers to ensure they were in the proper location.
- Acted as a spotter at the Owens Illinois plant in Auburn, NY.
- Moved trailers to and from the loading dock area to be unloaded and loaded.
- Verified that each truck had the correct contents and the paperwork was complete.

Trans Am Trucking, Olathe, KS May 2001 to April 2004
Over the Road Driver

- Worked independently to deliver products to various cities east of the Rocky Mountains.
- Managed time, route and schedule to ensure that loads were picked up and delivered on time.
- Ensured that the equipment was in proper working condition and safe to be operated.
- Kept log books and records of hours of service and distance traveled and submitted to company on a weekly basis.

Advanced Auto Parts, Syracuse, NY February 2000 to May 2001
Cashier

- Assisted customers with finding parts that were appropriate for their car's make and model; located the parts in store or at other locations, and processed purchases and returns.
- Received shipments of new inventory, unloaded pallets and boxes, moved merchandise to appropriate floor locations and stocked shelves.
- Counted inventory and verified the floor stock against the computer stock totals.

Pizza Hut, Syracuse NY April 1999 to May 2001
Driver/Pizza Maker

- Ensured that orders were delivered on time and to proper location in all weather conditions.
- Independently resolved customer complaints and problems.

U.S. Marines, Camp Lejeune, NC April 1995 to April 1999
Rifleman/Mortar Man

- Team Leader of four to five men; responsible for their training and performance.
- Supervised and instructed team members in procedures and skills to ensure compliance with safety guidelines.
- Responsible for cross training team members in all positions needed to run the squad efficiently and effectively.
- Inspected all weapons and other equipment was in proper working order and were cleaned and stored correctly after use.
- Member of team to perform appropriate procedures in a nuclear, biological or chemical environment. Used specialized equipment to detect hazardous materials.
- Cross trained as a radio operator and a forward observer.
- Deployed overseas on several occasions.

Computer Skills

Quartus
MS Excel 2010, MS Word 2010, PowerPoint 2010

Jason Watson

6559 Church Lane, Fayetteville, NY 13066 ▪ jasonwatson@msn.com ▪ 315-458-9863

Objective

Seeking a position as Youth Counselor Aide with Hillbrook Detention Center.

Education

Associate in Science, Criminal Justice

Minor in Delinquency Studies

Onondaga Community College, Syracuse NY

Expected Graduation Date: December 2011, GPA 3.45

Related Coursework: Juvenile Delinquency, Juvenile Justice, Managing Delinquent Behavior

Experience

Veterans' Student Peer Counselor

January 2010-Present

Office of Veterans' Affairs, Onondaga Community College, Syracuse, NY

- Counsel and assist student veterans on information and applications for VA educational benefits.
- Conduct referrals to federal, state, or county veteran service agencies as appropriate.
- Direct student veterans on employment and career opportunities.
- Mentor and guide veterans through society reintegration process
- Answer office phones and respond to questions from veterans, survivors, and their families
- Coordinate Veterans' Association (Vets Club) activities serve as club treasurer.

Sergeant/Squad Leader

2001-2004, 2005-2009

10th Mountain Division Light Infantry, US Army, Fort Drum, NY

- Squad Leader of an 8 man team responsible for their physical and mental wellbeing.
- Managed squad personnel, including two team leaders, and equipment worth over \$1,000,000.
- Supervised and instructed personnel in procedures, skills and ensured compliance with safety guidelines.
- Performed a wide range of duties requiring strong organizational skills, analytical thinking, and persistence such as: Assisted the Platoon Leader in all technical and tactical planning leading to 100% success;
- Assisted the Platoon Sergeant in coordinating and conducting training; Implemented planning and tasking methods to ensure teamwork.
- Served as a resource for new team members; provided information and aided them in obtaining specific support services such as transportation, child care, personal finances, healthcare, housing, etc.
- Established relationships with team members and their families to ensure understanding of expectations.
- Conducted daily inspection to ensure personal hygiene, dress code and living quarters maintenance guidelines were followed.
- Conducted monthly inspections to ensure off base residents followed guidelines regarding home and property regulations, family needs (basic necessities for spouse and children), and vehicle/transportation requirements.
- Received two Honorable Discharges.

Honors/Awards

- Enlisted Honor Graduate of US Army Ranger School, July 2007
- Earned two Army Commendation Medals for exhibiting dedication to duty while under severe conditions, 2005, 2007
- Honor Graduate of the Cycle for Infantry Basic Training, April 2001
- Obtained several letters of recommendation for promotion in recognition of distinguishing actions, 2001-2008

Leadership Activities

- Panelist, Informational Panel on Veteran's Issues in the Classroom, 2011
- Presenter, Senator Gillibrand's Press Conference on Veteran's Educational Benefits, 2010
- Club Treasurer/Member, Veteran's Club, Onondaga Community College, 2010-Present
- Board Member, 25th District Veterans Advisory Board for Congressman Daniel Maffei, 2009-Present

Education**Associate in Applied Science, Physical Therapy Assistant, May 2012**

Onondaga Community College, Syracuse, NY

Completed four clinical rotations at various physical therapy clinics specializing in geriatrics, acute care, pediatrics, and orthopedics

Related Work Experience**Physical Therapy Aide/Receptionist, Bounce Physical Therapy, Liverpool, NY, February 2012 – June 2012****Physical Therapy Aide**

- Instructed, motivated, safeguarded, and assisted patients practicing exercises or functional activities, under direction of physical therapist
- Secured patients into or onto therapy equipment
- Cleaned and organized pediatric work area and disinfected equipment after treatment
- Arranged treatment supplies to keep them in order

Receptionist

- Answered telephone with accuracy and clarity with emphasis on quality customer service
- Adhered to established scheduling protocols
- Maintained workstation in an organized manner to facilitate efficient and effective retrieval information
- Greeted patients and check them in
- Took payments and properly record them

Health Care Specialist/Physical Therapy Technician, US Army National Guard, Buffalo, NY, January 2005 – August 2011**Physical Therapy Technician/Non-Commissioned Officer in Charge of the Physical Therapy Clinic**

- Health Care Specialist specially chosen to cross train as a Physical Therapy Technician while deployed to Afghanistan in support of Operation Enduring Freedom
- Restored function for soldiers and prevented/lessened a variety of combat and non-combat related injuries
- Administered modalities and therapeutic exercise programs
- Instructed patients in the safe and effective use of equipment prescribed for their treatment

Non-Commissioned Officer in Charge of Civilian Medical Assistance Missions

- Organized medical supplies to be distributed to Afghan local nationals
- Orchestrated patient movement at different locations throughout Kabul, Afghanistan to ensure all Afghan local nationals would receive medical care
- Managed a carefully selected team of Health Care Providers and Health Care Specialists
- Worked with Afghan interpreters and assisted security forces

Health Care Specialist

- Provided emergency medical treatment to battlefield casualties
- Assisted with outpatient and inpatient care and treatment
- Administered shots and medicines to patients
- Attained basic vitals of patients

Combat Life Saver Instructor

- Instructed non-medical soldiers on providing advanced first-aid/lifesaving procedures beyond the level of self-aid or buddy aid

Training Non-Commissioned Officer

- Mentored lower enlisted soldiers for career advancement

Squad Leader

- Responsible for the preparedness and well-being of assigned soldiers
- Counseled soldiers for professional development and disciplinary action

Computer Skills

Vericle, Type 62 WPM, MS Word, MS PowerPoint

Lia Burton

359 Carey Lane, Syracuse, NY 13201 • lia.m.burton@ymail.com • 315-795-8630

Objective:

To secure a position as an EMT-B with WAVES.

Education

AAS, Nursing

Onondaga Community College Syracuse, NY

Expected Graduation Date: Fall 2013, GPA: 3.5

Awards

Presidents List, Onondaga Community College, Fall 2011

Phi Theta Kappa Honor Society, Onondaga Community College, Fall 2009 – Present

Certifications

CPR/AED for the Professional Rescuer and the Health Care Provider, American Red Cross

EMT-B National Certification

EMT-B New York State Reciprocity, Submitted 3/20/2012

Related Experience

Certified Combat Lifesaver Instructor November 2008 – Present

New York Army National Guard, Fort Drum, Watertown, NY

- Instruct soldiers on basic point of contact care for war time scenarios including: administering IV resuscitation, providing wound care treatment, stabilization of broken bones, understanding and providing airway interventions, use of tourniquets, providing basic airway breathing and circulation interventions, etc.
- Demonstrate basic point of contact care techniques and evaluate individual soldier's performance.
- Provided educational materials and practical hands-on experiences for practice of basic point of contact care skills for war time scenarios.

Combat Medic/Health Care Specialist (68W) August 2004 – Present

Army National Guard, Albany, NY

- Provide medical support to military units – one of four people responsible for the medical care of up to 170 people.
- Provide on-site first line care for various levels of combat related efforts. Provide treatment and care for injured personnel until higher support is available.
- Provide clinical care during non-wartime efforts in various environments. Responsibilities include: Documenting and maintaining medical records for individual soldiers, providing and administering vaccinations and medications, vitals checks, blood draws, taking cultures, and assisting and performing minor procedures.

Other Experience

Technical Support Fall 2005 – Fall 2007

Tom Tom GPS, Watertown, NY

- Demonstrated problem solving skills while providing professional customer technical support via phone.

Shift Manager Spring 2003 – Summer 2004

Cold Stone Creamery, Boise, ID

- Served as a hands-on manager working alongside team members to produce products, maintain cleanliness of the store, and provided customer service.
- Trained new employees in store procedures, portion controls, health regulations, etc.
- Counted registers at the end of each shift and ensured that the appropriate amount of funds were accounted for.

Jonathan R. Smith

506 Rapid Drive, Syracuse, NY 13108 • 315-569-2697 • jonsmith@yahoo.com

Professional Military Experience

United States Air Force, Enlisted, Senior Airman

823rd Security Forces Squadron, Moody AFB, GA
341st Security Forces Squadron, Malmstrom AFB, MT

April 2004 – March 2006
August 2002 – April 2004

Entry Control, 506th AEG (Iraq)

August 2005 – January 2006

- Part of a 20-person team that maintained physical control of vehicle and personnel entry/exit procedures ensuring security of Air Force and Army air/ground assets
- Worked as the main vehicle gate guard and the main personnel gate guard which required the physical search of more than 300 Iraqi personnel and vehicles per day

Flight Instructor, 820th SFG

March 2005 – August 2005

- Selected from among 300 Airmen to instruct flight Close Quarters Countermeasures training
- Taught new flight members in basic infantry tactics as well as unit specific procedures ensuring that individual Airman were ready physically and mentally for combat operations

Team Leader/ Alternate Squad Leader, TF 1041 (Iraq)

December 2004 – March 2005

- Directly responsible for the actions of between 3 and 12 team members and millions of dollars in Air Force equipment during state-side training and two deployments to hostile fire zones in Iraq
- Developed detailed mission plans for over 45 combat patrols and 30 tactical checkpoints
- Served as informal squad human intelligence collector leveraging relationships with indigenous Iraqis and contributing to the capture of 17 high value targets and 98 other insurgents

Sector Response Director, 506th AEG (Iraq)

April 2004 – December 2004

- Directed the day-to-day operations of over 100 personnel and electronically monitored base perimeters ensuring the incident free processing of over 52,000 local nationals and 8,000 vehicles
- Coordinated sector response during 45 emergency defense operations

Response Team Member, 341st SFG

August 2002 – April 2004

- Provided response direction and physical defense on a classified team responsible for security of Protection Level 1 resources in weapons storage area
- Ensured that personnel in the weapons storage areas and related facilities had the proper authorizations and followed procedures to challenge and identify suspicious and/or unauthorized personnel
- Patrolled facility and conducted building checks to ensure security was maintained
- Conducted exterior weapons storage area patrols as first line of defense and early warning sentry in case of security breach to the stand-off perimeter

Professional Military Training

- Tactical Close Quarters Countermeasures Instructor Course, Moody AFB, GA 2005
- Security Forces Journeyman, Malmstrom AFB, MT 2003
- Security Forces Apprentice Course, Lackland AFB, TX 2002

Qualifications & Skills

Foreign Language Skills: Arabic (Spoken, Written & Reading at Intermediate Level)

Secret Security Clearance

Weapons Qualifications: M4, Shotgun, M240, M249, M203 AK47

Education

Maxwell School of Citizenship & Public Affairs, Syracuse University, Syracuse, NY

Bachelor of Arts, International Relations, May 2011, GPA: 3.8

Onondaga Community College, Syracuse NY

Associate in Arts, Humanities & Social Science, May 2008, GPA: 3.9

Presidents List, 2010, Diversity Honors Scholarship, 2008

Mary J. Ryan

20 Maple Drive, Detroit, MI 33333 • Phone: 315-555-6543 • mary.j.ryan@domain.com

HEALTH CARE EXPERIENCE

Triage Section NCOIC: 728th Forward Surgical Team, Coram, NY, 7/2007 – Present

- Supervise 3 person team in set-up, maintenance and breakdown of 2 bed mobile Emergency Room; triage incoming patients, initiate patient records, preoperative patient preparation; implement physician orders and treat non-emergent patients
- Lead section to 100% pass rate in ACLS and 75% pass rate on ATLS exam
- Facilitate training, food, housing and professional development for 14 enlisted soldiers

Emergency Care NCO: 4077th Combat Support Hospital, Hollywood, CA, 2/2004 – 7/2007

- Setup and broke down 244 bed mobile hospital, established tailgate medicine capabilities within 15 minutes of arrival
- Section Supply NCO: maintained medical supply inventory for 8 bed emergency department
- Deployed to Landstuhl Regional Medical Center (LRMC), Germany, in support of the Global War on Terror

Clinic NCO: Internal Medicine/Oncology Clinic, LRMC, 3/2006 – 12/2006

- Assisted 8 physicians with in-office procedures and exams
- Collected patient history and vital signs
- Performed electrocardiograms
- Revised and improved New Staff Orientation program
- Lead three person staff in 200% increase in positive customer service responses

Mission Team Leader: Deployed Warrior Medical Management Center (DWMMC), LRMC, 2/2005 – 2/2006

- Led four person team in preparation for and reception of over 4500 arriving wounded and ill from Operations Iraqi and Enduring Freedom
- Conducted daily ambulatory patient orientation briefings
- Streamlined patient intake procedures to assure complete capture of patient demographics
- Resolved problems and updated patient condition within confidentiality guidelines for commanders down range and patient families
- Operations Iraqi/Enduring Freedom Clinic NCO: Managed outpatient clinic patient flow and documentation compliance; assisted physician with in-office procedures and minor surgeries; irrigated and dressed wounds, applied splints, braces and slings; administered influenza vaccine injections

ADDITIONAL EXPERIENCE

Biology Tutor: Onondaga Community College, Syracuse, NY, 2/2009 – Present

Anatomy & Physiology, Microbiology, Genetics

Massage Therapist: Simple Blessings, San Rafael, CA, 2/2003 – 5/2003

EDUCATION

Associate in Science, Math & Science, **Onondaga Community College**, Syracuse, NY, 1/2007 – Present

CERTIFICATIONS and PROFESSIONAL DEVELOPMENT

NREMT License # 1789832, exp. 3/2011

ACLS Provider, exp. 6/2011

BLS Provider and Instructor, exp. 2/2011

ATLS, Auditor, 6/2009

Combat Medic Advanced Skills Training, 8/2006

COMPUTER SKILLS

MS Office Suite, Military Health Care Software

Veteran's Resume to Apply for a FEDERAL JOB

Joseph T. Miller

SS#: 098-42-5631

358 Military Road, Syracuse, NY 13203

Mobile: 315-692-4598 ▪ Email: josephthomasmiller@yahoo.com

COUNTRY OF
CITIZENSHIP:

United States of America

VETERANS'
STATUS

Honorable Discharge, United States Air Force

WORK EXPERIENCE

Department of Veterans Affairs

8/2007 - Present

Syracuse, New York US

Salary: \$362.50 USD Bi-Weekly, Hours per week: 25

Senior Veteran Peer Counselor

- Assist veterans, their families and survivors in choosing a benefits package that best suits their individual needs.
- Assist with the recertification of veteran benefits, ensuring continuity of pay and easing the transition to civilian life.
- Provide referrals to federal, state or county service agencies as needed.
- Ensure office staff is well trained and equipped to assist with the needs, questions, and concerns of veterans and their dependents and survivors.
- Served as President of the Veterans' Association (Vets Club).

Contact Supervisor: Yes; Supervisor's Name: Paul Holzwarth; Supervisor's Phone: 315-498-2126

Institute for National Security and Counter Terrorism

6/2010 - 8/2010

Syracuse University, Syracuse, New York US

Unpaid, Hours per week: 7

Research Assistant

- Worked in conjunction with the U.S. Army Peacekeeping & Stability Operations Institute (PKSOI).
- Conducted internet based background sourcing and gathered documents, research and reports to assist in the development of national post conflict reconstruction recommendations.

Contact Supervisor: Yes, Supervisor's Name: Nicholas J. Armstrong, Supervisor's Phone: 315-443-2033

United States Air Force

5/2004 - 3/2006

Moody AFB, Georgia US

Grade Level: E - 4, Hours per week: 40

Fire Team Leader/ Lead Radio Telephone Operator, Enlisted

- Directly responsible for the actions of between 3 and 12 team members and millions of dollars in Air Force equipment during state-side training and two deployments to hostile fire zones in Iraq.
- Coordinated initial response to 45 on-base emergency situations such as indirect fire attacks.
- Scheduled and coordinated the daily activities of Gulf Sector personnel to ensure the incident free processing of over 52,000 local nationals and 8,000 vehicles.
- Served as a static guard and gate over watch and provided defense in depth.
- Worked as the main vehicle gate guard and the main personnel gate guard which required the physical search of more than 300 Iraqi personnel and vehicles per day

Fire Team Leader/ Lead Radio Telephone Operator, Enlisted (continued)

- Wrote the daily blotter to outline the daily events for base commander.
- Served on Task Force 1041/Task Force Danger, which was responsible for the pacification of insurgent activity in the area of Balad Air Base during Operation Iraqi Freedom.
- Developed detailed mission plans for over 45 combat patrols and 30 tactical checkpoints to restrict insurgent weapons movements in support of Operation Desert Safeside.
- Acted as navigator for a patrol assaulting a three house compound in search of a known bomb maker/ weapons distributor and assisted in coordinating the combined efforts of the Army and Air force.
- Assisted in pre and post-patrol briefings while forward deployed to Balad Air Force Base.
- Directed fire team movements and performed pre-patrol readiness checks.
- Acted as Fire Team Leader in the lead vehicle of a four humvee patrol column.
- Organized and led entry teams on three raids to capture insurgents and directed the processing of seven detainees from those raids.
- Guarded detainees and ensured the pre-interrogation security protocol was followed.
- Developed relationships with indigenous Iraqis and leveraged those relationships for the transfer of raw intelligence materials.
- Trained and instructed team members in Tactical Close Quarters Counter Measures.
- Trained Flight Radio Telephone Operators (RTOs) on the use of the state-of-the-art radio equipment (117F).
- Instructed new flight members in basic infantry tactics including the use of weapons and vehicles, as well as unit specific procedures.
- Made oral reports to new team members' supervisors regarding performance, progress, and attitude while engaged in training environments.

Contact Supervisor: Yes; Supervisor's Name: Paul Smith; Supervisor's Phone: 304-376-5366

United States Air Force

7/2002 - 4/2004

Malmstrom AFB, Montana US
Grade Level: E - 2, Hours per week: 40

Response Team Member, Enlisted

- Part of a classified response and deterrence team directly responsible for the protection of priority one (nuclear) resources within the weapons storage area.
- Ensured that personnel in the weapons storage area and related facilities had the proper authorizations.
- Followed procedures to challenge and identify suspicious and/or unauthorized personnel.
- Patrolled facility and conducted building checks to ensure security was maintained.
- Conducted exterior weapons storage area patrols as first line of defense and early warning sentry in case of security breach to the stand-off perimeter.
- Escorted Nuclear Technician Supervisors to and from worksites at the start and end of each day.

Contact Supervisor: Yes; Supervisor's Name: Scott Borlinghouse; Supervisor's Phone: 210-393-6391

JOB RELATED TRAINING

Security Forces Apprentice Course
Tactical Team Close-Quarters-Countermeasures Instructor

FOREIGN LANGUAGES

Arabic
Spoken: Intermediate
Written: Intermediate
Read: Intermediate

ADDITIONAL
INFORMATION

Clearances:
Secret Security Clearance

Medals & Accommodations:
Air Force Achievement Medal, Air Force Commendation Medal, National Defense Service Medal, Air Force Training Ribbon, Global War on Terrorism Expeditionary Medal, Global War on Terrorism Service Medal, Air Force Expeditionary Service Ribbon w/gold border, Air Force Overseas Short Tour Ribbon, Air Force Outstanding Unit Award w/ 1 OLC, Air Force Good Conduct Medal, Air Force Longevity Service Award, Small Arms Expert Ribbon, Iraq Campaign Medal.

EDUCATION

Bachelor's Degree, International Relations, 5/2011
Syracuse University, Syracuse, New York US
Honors: Summa Cum Laude
GPA: 3.8 out of 4.0

Relevant Coursework, Licensures and Certifications:
Major focus in the areas of Middle Eastern Studies and International Security and Diplomacy.

Associate Degree, Humanities and Social Science, 5/2010
Onondaga Community College, Syracuse, New York US
Honors: Summa Cum Laude
GPA: 3.9 out of 4.0

REFERENCES

Matthew Carley
Special Agent, Diplomatic, Security Service, US Department of State
Phone Number: 021-259-2546
Email Address: matthewcarley@state.gov
Reference Type: Professional

Phillip Smithfield
Operations Manager, Garrett Container Systems
Phone Number: 235-125-5896
Email Address: philsmithfield@garrett.com
Reference Type: Professional

Robert Dublin
RF Engineer, PKMM
Phone Number: 126-578-5639
Email Address: robdublin@yahoo.com
Reference Type: Professional

Charles Abbot
Owner, Smith Scapes
Phone Number: 315-215-5698
Email Address: smithscapes@yahoo.com
Reference Type: Personal

Brian K. Smith

345387 Hillcrest Avenue
Grand Rapids, MI 29485
Home (315) 369-5425
Cell (315) 318-4299
bks@hotmail.com

EDUCATION**Associate in Applied Science, Electrical Engineering Technology**

Onondaga Community College, Syracuse, NY

Anticipated Graduation Date: May 2009

HIGHLIGHTS OF QUALIFICATIONS

- Served 4 years in the U.S. Military with 3 years experience in aircraft maintenance and repair.
- Skilled in managing, delegating and equipment repair.
- Proficient with MS Word and MS Excel. Experienced with Novell Networks.
- Security Clearance: DoD Secret (S) - February 2005
- Awarded the Air Force Achievement Award for streamlining the ground equipment maintenance schedule.

WORK HISTORY**Manager, Aircraft Maintenance**

2003 - 2005 *U.S. Air Force, Andrews AFB, MD*

- Evaluated the performance of 22 maintenance technicians on a daily basis.
- Managed the maintenance of hundreds of equipment assets including aircraft hydraulic components and landing gear valued at over \$2M.
- Saved 120 man-hours per month on Aircraft Maintenance procedures by streamlining key steps (a 35% increase in efficiency).
- Trained over 70 aviation maintenance technicians in hydraulic systems maintenance and repair.
- Verified maintenance checklists for the Division Officer.

Ground Support Equipment Technician

2000 - 2003 *U.S. Air Force, 339 Fighter Squadron, Nellis AFB, NV*

- Delivered highly effective hands on training weekly over a period of 3 years as an on-the-job trainer.
- Maintained airborne equipment including hydraulic pumps and cylinders for the Maintenance Department.
- Retrofitted 92 Air Start Units with new electronic governors as a member of the Air Start Retrofit team.

PROFESSIONAL TRAINING

2003 **Management Principles** – *Andrews AFB MD*

2001 **Aircraft Maintenance Training** - *Nellis AFB, NV*

Adam Patrick Jones

7315 West Oyster Street, Brewerton, NY 13503

Home: (315) 656-3212 • Cell: (315) 228-6654 • Email: adampjones@gmail.com

EDUCATION

Associate in Science, Business Administration **May 2012**

Onondaga Community College, Syracuse, New York

GPA 3.46

HIGHLIGHTS OF QUALIFICATIONS

- Served 8 years in the U.S. Military with 7 years experience in office administration.
- Supervisory experience including 5 years of supervising a group of 10 staff members.
- Skilled in purchasing, inventory management, budgeting, bookkeeping, customer service
- Proficient with Microsoft Word and Microsoft Excel, and Microsoft Access.
- Experience with a variety of office equipment including: scanners, photocopiers, printers, and fax machines
- Languages: English, French and Spanish

ACCOMPLISHMENTS**Leadership**

- Successfully lead the 5 person Administrative Services team to keep the schedules of senior executives and ensure full attendance at scheduled meetings.
- Supervised over 10 personnel whose duties included filing office forms and stocking office equipment.
- Managed the distribution of office supplies including office desks, filing cabinets and office chairs valued at over \$200K.

Administration

- Performed record keeping and document handling, bookkeeping and budgeting for the Office of the Deputy Chief of Staff for Personnel.
- Saved 6 man-hours per month on the Receiving Office Supplies process by changing the sequence of steps.
- Purchased office supplies including printers, ink cartridges and copy paper for the Office of the Deputy Chief of Staff for Personnel.
- Received and distributed relocation orders for enlisted personnel.

Training

- Delivered highly effective time management training monthly over a period of 5 years as an on-the-job trainer.
- Trained 7 Administrative Clerks in completing and maintaining accurate duty schedules .
- Provided exceptional administrative training twice a month over a period of 2 years as an on-the-job trainer.

WORK HISTORY**Administrative Supervisor**

2005 - 2007 *U.S. Army, Fort Bragg, N. Carolina*

Administrative Assistant

2002 - 2005 *U.S. Army, US Army 32d Air Defense Command, Germany*

Administrative Clerk

1999 - 2002 *U.S. Army, Fort Meade, Maryland*

PROFESSIONAL TRAINING

2004 **Time Management** - *U.S. Army*

2003 **Purchasing** - *U.S. Army*

2002 **Personnel Management** - *Prime Management Consultants*

Amy Johnson

122 Pinegrove Avenue, Apt. 17, Syracuse, NY 13205
315-469-5978 • amyjohnson@hotmail.com

EDUCATION

Associate in Science, Business Administration **May 2009**

Onondaga Community College, Syracuse, New York
GPA 3.46

HIGHLIGHTS OF QUALIFICATIONS

- Served 8 years in the U.S. Military with 7 years experience in office administration.
- Supervisory experience including 5 years of supervising a group of 15 staff members.
- Skilled in purchasing, inventory management, budgeting, bookkeeping, customer service
- Proficient with Microsoft Word and Microsoft Excel, and Microsoft Access.
- Languages: English, French and Spanish

WORK HISTORY

Administrative Supervisor

2005 - 2007 *U.S. Army, Fort Bragg, N. Carolina*

- Supervised over 15 personnel whose duties included filing office forms and stocking office equipment.
- Managed the distribution of office supplies including office desks, filing cabinets and office chairs valued at over \$75K.
- Delivered highly effective administrative training twice a month over a period of 2 years as an on-the-job trainer.
- Purchased office supplies including printers, ink cartridges and copy paper for the Office of the Deputy Chief of Staff for Personnel.
- Saved 6 man-hours per month on the Receiving Office Supplies process by changing the sequence of steps.

Administrative Assistant

2002 - 2005 *U.S. Army, US Army 32d Air Defense Command, Germany*

- Delivered highly effective time management training monthly over a period of 3 years as an on-the-job trainer.
- Performed record keeping document handling, bookkeeping and budgeting for the Office of the Deputy Chief of Staff for Personnel.
- Trained 7 Administrative Clerks in completing and maintaining accurate duty schedules.

Administrative Clerk

1999 - 2002 *U.S. Army, Fort Meade, Maryland*

- Collected, duplicated and filed duty roster forms as a member of the Document Handling team.
- Distributed personnel forms for the Maintenance Department Section Leader.
- Received and distributed relocation orders for enlisted personnel as a member of the Document Handling team.

PROFESSIONAL TRAINING

2004 **Time Management** - *U.S. Army*

2003 **Purchasing** - *U.S. Army*

2002 **Personnel Management** - *Prime Management Consultants*

Derrick Watson

3219 Mill Street, Camillus, New York 13065

315-649-6987

derrickwatson@gmail.com

- Objective** To obtain a rewarding position as a Counselor I with Syracuse Behavioral Healthcare where I can support individuals with substance abuse issues.
- Skills Summary**
- Encourage others to take advantage of experiences and opportunities that change can bring.
 - Help people realize the advantages and disadvantages of their choices and assist them in making the best decision.
 - Motivated by work environments that encourage constant learning.
 - Meticulous and hardworking with many years of experience in a variety of projects.
 - Effective independently or as a team member.
 - Loyal and conscientious with an eagerness to provide top quality work
- Education** Associate in Science, Human Services, GPA: 3.591, Fall 2007- Present
Anticipated Graduation Date: May 2009
Associate in Applied Science, Electrical Engineering Technology, Fall 1993 - Spring 1994
Completed 43 credits towards degree
- Honors** Presidents List, Onondaga Community College, Fall 2007 & Spring 2008
Certificate of Achievement, CSTEP, Onondaga Community College, Fall 2007
Certificate of Achievement, CSTEP, Onondaga Community College, Spring 2008
Phi Theta Kappa Onondaga Community College, Fall 2008
- Related Coursework**
- | | |
|--|-------------------------------------|
| Introduction to Human Services | Human Services Skills and Resources |
| Social Work with Alcohol and Substance Abuse | Drugs and Wellness |
- Related Experience**
- | | |
|--|----------------|
| <i>Intern/Assistant Counselor</i> , Conifer Park, Liverpool, New York | 8/08 - Present |
| <ul style="list-style-type: none">• Co-facilitate groups and process group notes• Administrative process and assessments | |
| <i>Consumer Assistant II</i> , Steuben Arc, Bath, New York | 3/03 - 11/04 |
| <ul style="list-style-type: none">• Acted as advocate for consumer with traumatic brain injury to guide and prepare them for independent living• Budget and tracked consumer personal allowance funds.• Tracked withdrawals and deposits for all consumers in the residence.• Facilitated house meetings and teachable moments with consumers.• Assisted all consumers with daily living skills such as cooking, cleaning, laundry, etc.• Coordinated recreation schedule and provided transportation to and from activities. | |
- Other Experience**
- | | | |
|--------------------|---------------------------|-------------|
| Courtesy Ford | Sales Consultant | 1995 - 2000 |
| United States Army | Communications Specialist | 1988 - 1992 |
- Computer Skills** Windows, MS Word, E-mail and Internet

Patrick Henry

516 Blue Street, Syracuse, New York 13205, (315) 222-1526, phenry@yahoo.com

OBJECTIVE

To obtain a position as a Police Officer in the New York City Police Department.

EDUCATION

Associate in Applied Science, Criminal Justice
Onondaga Community College, Syracuse, NY

December 2008
GPA 3.4

HIGHLIGHTS OF QUALIFICATIONS

- Served 10 years in the U.S. Military with 8 years experience in law enforcement.
- Skilled in analyzing, coaching and supervising.
- Firearms experience; M9 9mm pistol, M4 Carbine, 12 gauge shotgun and the M203 grenade launcher.
- Security Clearance: DoD Top Secret SSBI (TS/SSBI) - July 2000
- Languages: English and Spanish.
- Awarded the Commendation Medal for excellent military police work.

ACCOMPLISHMENTS

Leadership

- Successfully lead the 4 person Drug Operations Infiltration team to curtail the import of illegal drugs - employed specialized police training techniques.
- Motivated staff to attain high levels of weapons proficiency.
- Managed over 15 personnel whose duties included maintaining law and order and conducting surveillance operations in a community of 40,000.
- Supervised 8 personnel whose duties included maintaining law and order and enforcing curfews.

Administration

- Saved 200 man hours per month on the Crime Solving process by developing new methods.
- Performed document handling and distributed operational reports for the Military Police Company Section Leader.

Training

- Employed specialized policing tactics to identify and eradicate illegal drugs in foreign countries.
- Delivered highly effective tactical training daily over a period of 1 year as a CTI.
- Trained 8 military personnel in weapons proficiency.

Teamwork

- Provided exceptional law enforcement as a member of the 82nd Airborne Division's Military Police company.
- Infiltrated drug operations to curtail illegal drug imports as a member of the Clandestine Counter-Drug Operations team.
- Employed specialized police tactics to identify and eradicate illegal drugs in foreign countries.
- Minimized confrontations when handling criminal infractions.

WORK HISTORY

Counter-Drug Specialist

2002 - Present *U.S. Army, 109th Military Intelligence Company, Texas*

Operations Manager

2000 - 2002 *U.S. Army, 35th Military Intelligence Detachment, Louisiana*

Supervisor

1998 - 2000 *U.S. Army, 12th Military Police Company, Washington*

Military Policeman

1996 - 1998 *U.S. Army, 53rd Military Police Company, N. Carolina*

PROFESSIONAL TRAINING

2000 **Special Operations Sniper Training** – *US Army*

1998 **Battle Field Survival Training** – *US Army*

1997 **Weapons Training** – *US Army*

Ronald Whitten

326 Shallow Pond Lane, Cicero, NY, 13029, 315-648-9780, ronaldwhitten@gmail.com

Education

01/2009 – Present

Onondaga Community College, Syracuse, NY

Currently pursuing an Associates Degree in Liberal Arts & Sciences: Mathematics & Science

08/2008 – 12/2008

Northern Virginia Community College, Woodbridge, VA

Completed 13 credits in Liberal Arts Courses

Transferred to Onondaga Community College

Work History

Mail Clerk

09/2008 – 12/2008

Select Staffing (Placed at Quad Direct), Woodbridge, VA

- Monitored, sorted, packaged, and organized mailing items for delivery

Sales Representative

04/2007 – 09/2008

ADT, Fredericksburg, VA

- Provided customer service and the opportunity to become a customer of home security

Mail Clerk

10/2005– 04/2007

FedEx, Richmond, VA

- Loaded, unloaded, monitored, sorted, organized, and distributed, bulk and non-bulk mail items

Military Experience

U.S Army National Guard

Infantry/ Mortar

02/2005 – Present

Deployed to Kuwait

05/2007 – 05/2008

- Instruct, supervise, and train new recruits; provide security; inspect and maintain military equipment
- Completed the following specialized training: Combat Lifesaver Course, Tactical Combat Casualty Care (TC3) Guidelines
- Received the following military awards: Armed Forces Reserve Medal (April 2008), Global War On Terrorism Service Medal (April 2008), Global War On Terrorism Expeditionary Medal (April 2008), The Army Achievement Medal (May 2008)
- Received the following military certifications: Certificate of Achievement - Outstanding Physical Fitness, Certificate of Appreciation - Supporting SDDCP Port Operations

Computer Skills

Microsoft Word, internet, email, Typing 60 WPM

Michael C. Charles

456 Craig Lane, Fayetteville, New York 13066 • mcc@yahoo.com • 315-623-8594

PROFESSIONAL EXPERIENCE

Onondaga County Sheriff's Office, Syracuse, NY	2000-Present
Deputy (Police)	2003-Present
USRT Team Member	2009-Present
SWAT Team Member (Sniper)	2007-Present
Deputy (Custody)	2000-2003
SERT Team Member	2001-2003

MILITARY EXPERIENCE

United State Army National Guard	1998-2002
Military Police Officer, 107 th Military Police Co., Utica, NY	1998-2002
United States Marine Corps	1994-1998
Infantry Team Leader, Camp Pendleton, CA	1996-1998
Close Quarters Battle (CQB) Team Member, Yorktown, VA	1995
Security Forces, Naval Weapons Station, Yorktown, VA	1994-1996

TRAINING & CERTIFICATIONS

SWAT Operator Course , State of New York , Division of Criminal Justice Services	6/2009
Graffiti Crimes Training Course , Division of Criminal Justice Services	6/2008
Law Enforcement Bicycle Patrol Course , State of New York , Municipal Police Training Council	6/2008
TASER X26 Certification , Onondaga County Sheriff's Office	5/2008
The Observer/Sniper in Service Training School , U.S. Department of Justice, FBI	4/2008
Spanish for Law Enforcement – Phase I , Northeast Counterdrug Training Center	12/2007
Police Field Training Officer Course , State of New York , Division of Criminal Justice Services	11/2007
Marijuana Grow Investigations Outdoor , Multijurisdictional Counterdrug Task Force Training	8/2007
Physical Training Instructor School , C.N.Y. Regional Correctional Law Enforcement Academy	6/2007
Preparing for Armed Encounters , State of New York , Division of Criminal Justice Services	5/2007
Instructor Development Course , Central New York State Police Academy	4/2007
Street Crimes , John E. Reid and Associates	2/2007
Criminal Street Gangs Strategic Operations , Multijurisdictional Counterdrug Task Force Training	6/2006
National Incident Management System (NIMS) an Introduction , FEMA	3/2005
Basic Course for Police Officers , State of New York , Municipal Police Training Council	5/2004
The Reid Method of Criminal Interviews and Interrogation , Wicklander-Zulawski & Associates	11/2002
Peace Officers with Firearms Training , State of New York , Municipal Police Training Council	1/2001

EDUCATION

Associate in Applied Science, Criminal Justice, 5/2000
Onondaga Community College, Syracuse, NY