**FIRST M. LAST | 1234 Street, City, CA 00000** Cell: 123-456-7890 | Email: email@email.com

Veterans’ Preference: 10-points (CPS) | Special Hiring Authority Eligibility: VRA; 30% or More Disabled Veteran; Schedule A

**WORK EXPERIENCE**

**Your Job Title |** **Employer Name 07/22/2024 – Present; 40 hrs per week**

Employer Address, City, CA 95670

Supervisor: Mia Boss, 555-555-5555 Okay to contact this Supervisor: Yes

* **Highlighting a skill from announcement**, how it was used, and outcome.
* Something that demonstrates direct relevance to the position using key words from the announcement.
* Example of demonstrated leadership or initiative.
* Something that shows measurable impact or results, e.g. “Did X, that resulted in Y within Z months.”
* Example of how you solved significant problems, improved efficiency, saved money, or received an award.

**Your Federal Job Title (Federal Pay Plan-Series-Grade-Step) | Employer Name 07/15/2020 – 07/2/2024; 40 hrs per week**

**U.S. Department of Government**; Employer Address, City, DC 00000 (remote employee)

Supervisor: Mia Boss, 555-555-5555 Okay to contact this Supervisor: Yes

* Independently coordinated, planned, and implemented activities and programs associated with implementation of the President’s Management Agenda; recruiting and retention initiatives; and employee performance management training.
* Supervised 3-5 program interns and project officers; provided guidance, direction, feedback, and set benchmarks and goals for project completion.
* Streamlined inventory management by developing Excel-based tracking systems, improving efficiency in the FIFO process.
* Developed and automated complex 50+ page documents in Word for quarterly financial statements, integrating SmartArt graphics and tables for enhanced clarity.

**Your Job Title | Employer/ Organization Name 3/18/2019 – 3/2/2025; 10 hrs per week**

Washington, DC (remote employee/ volunteer)

Supervisor: John Doe, 555-555-5555 Okay to contact this Supervisor: Yes

* Mentored colleagues on best practices for Excel spreadsheet design and data management, fostering a data-informed culture.
* Coordinated communications and operations between the senior executives to support Veteran hiring.

**Your Job Title | Employer/ Organization Name 04/01/2015– 3/10/2019; 50 hrs per week**

**U.S. Department of the Army;** Employer Address, City, CA 94535

Supervisor: Iroc Davies, 333-345-3456 Okay to contact this Supervisor: Yes

* Directed organization human capital, administrative, support programs, and long-term planning for +2K operational personnel, organized into 3 subordinate organizations.
* Supervised the work of 7 human resources and operations direct reports, monitoring the work of 40 additional personnel located at 25 remote locations across the state of California.
* Established new administrative processes and policies that decreased required processing time for personnel actions by an average of 60% (10 days to 4 days for routine items); decreased “returned for correction” performance evaluations from 20% to 6% in 6 months (program has been adopted by 24 organizations across the country); and were key to the directorate passing two federal external evaluations **earning accolades as one of the smoothest running human resources sections the trainers had seen**

**Program Manager (Company Commander) | 12th Military Police Company 05/01/2017– 08/18/2019; 20 hrs per week**

**(State) Military Department;** Employer Address, City, CA 94535

Supervisor: Drew More, 777-777-7777 Okay to contact this Supervisor: Yes

* Led organization of 230 multi-specialty professionals, managing over $10M in equipment, and trained to respond to national emergencies within 6 hours.
* Designed the organization policies, and multi-year training and personnel development plans that focused on developing a cohesive, effective team that was prepared to respond within 6 hours to state and national emergencies.
* Policies and training programs led directly to an increase in the company’s ranking from 26th, to 3rd of 98 Military Police Companies within the US Army in 2 years, and earned the unit the Adjutant General’s Meritorious Unit Citation.

**EDUCATION / CERTIFICATIONS / LICENSES**

**MASTER OF BUSINESS ADMINISTRATION (MBA);** *Grantham University*, Lexana, KS; **10/2012 – 01/2015**

Minor: Project Management, Organizational Development | GPA: 3.83 | Honors: With Distinction

**BACHELOR OF SCIENCE, BUSINESS ADMINISTRATION;** *Grantham University*, Lexana, KS; 0**6/2008 – 09/2012**

Minor: Project Management | GPA: 3.56 | Honors: Cum Laude

**RELEVANT COURSES / SPECIALIZED TRAINING**

WORKPLACE COMMUNICATION TRAINING 09/2024

*American Management Association*

CHANGE MANAGEMENT SPECIALIST (CMS); # 70023493 01/2021

*The Management and Strategy Institute*

PROJECT MANAGEMENT ESSENTIALS CERTIFIED (PMEC)01/2021

*The Management and Strategy Institute*

FMCS BASIC MEDIATION TRAINING PROGRAM 12/2020

*Federal Mediation and Conciliation Service (FMCS)*

CERTIFIED CONFLICT MANAGER (CCM); # 50042044 05/2020

*The Management and Strategy Institute*

**AWARDS**

* Individual Cash Award, for outstanding service as an Employee 01/2024
* Individual Cash Award, for outstanding service as the Employee 11/2022
* Individual Cash Award, for outstanding service as the Employee 06/2022
* Meritorious Service Medal: Service while assigned as the 12th

Division Human Resources Director 03/2021

**PUBLICATIONS/ WRITING CREDITS (links to documents available upon request)**

Young, B. “*Senior Raters Can help Cure Toxic Leadership*.” ARMY Magazine, Vol. 69, No. 1. January 2019

Young, B. “*3 Ways to Navigate A Toxic Command Climate.*” Task & Purpose. June 2016.

Klien, G. Young, B. “*Counseling Can Uncover Oppressive Climate*,” Army Magazine, Vol. 66, No. 3. March 2016.

Young, B. “*8 Symptoms of a Toxic Command Climate.*” Task & Purpose. November 2015.

Young, B. “*Leadership Lessons from a Platoon Leader at GTMO*.” MilSuite.Mil. June 2015.

**CLEARANCE** Secret, Adjudicated 2019

**LANGUAGES** German, Speaking: 1 – Elementary Proficiency. Reading: 2 – Limited Working Proficiency