

JOHN DOE

333 888 1234

johndoe3@gmail.com

Physical address is unnecessary unless city and state match the employer's location; LinkedIn URL is optional

No more than 9 lines in the Summary of Qualifications

Position the candidate is applying for

PROFESSIONAL SUMMARY

Justify the summary of Qualifications

Security Operations Manager offering 11 years of strategic planning and detainment services in the military and public sector. Supervised and trained 700 personnel in threat identification techniques, regulatory compliance and operational development procedures. Managed risk along multiple lines to protect assets and equipment valued at \$1B+ while meeting the vision of senior leadership. Possess a comprehensive background in leadership, training and target extraction derived from nine years of service in the **United States Army** and **United States Army Reserve**. Proven ability to be a corporate steward collaborating and assisting multiple levels of management, domestic / international organizations and diverse cultural audiences in visibly high risk environments. Passionate about operational integrity and security of an organization while assisting in the meeting and exceeding of current standards.

No more than 9 bullets in the "Areas of Expertise"

- Operations Management
- Regulatory Compliance
- Personnel / Project Management
- Detainee Operations
- Leadership
- Strategic Planning / Development
- Target Extraction Operations
- Training
- Oral / Written Communication

WORK EXPERIENCE

Use quantifiable examples and CAR exercises to create the bullet points for job description

2011 - Present

City of Denver, Denver, CO

Personal Trainer / Bootcamp Instructor

Communicates and trains at a personal level with various groups and diverse audiences to produce 20+ high - dollar fitness packages and generate revenue through complex training packages.

- Develops six "bootcamp" style classes supported by Denver Parks on a daily basis; schedules and manages a client base of 10 - 15 personnel tracking their personal fitness progress
- Selected above peers due to the ability to coach / train groups of people and represent Denver in the Red Rocks Fitness Challenge to lead groups of 100+ people through an hour - long fitness class

Crossfit Julia, Louisville, CO

2010 - 2011

Assistant Coach

Designed and implemented rigorous Crossfit - style workouts consisting of Olympic weightlifting, sprinting, flipping tractor tires and pull ups. Increased the overall fitness of 45 members and elevated member's sense of accomplishment.

- Coached classes of 15+ adults through performance of complex tasks such as Olympic weightlifting regarding advanced maneuvers such as the snatch; resulted in personal records and accomplishment of an advanced maneuver
- Taught and motivated 15+ children, ranging from the ages of 8 - 12 years old, as part of a two member Crossfit team
- Created ten individualized training programs for needs - based clients; utilized current techniques to determine their level of fitness such as body composition testing, number of sit - ups / pushups in a minute and flexibility test

United States Army Reserve, Arlington Heights, IL

2007 - 2010

Staff Sergeant / Assistant Operations Manager

Assisted operations manager while managing a team of ten personnel. Trained US and Afghani guard forces from the internment facility in Bagram, Afghanistan on techniques regarding prisoner treatment, Geneva compliance and security.

- Trained 700+ soldiers, sailors and airmen in duties regarding Geneva compliance as a member of a travelling, three man team teaching "point of capture" techniques to Special Operation groups regarding raids and prisoner detainment; adhered to standard operating procedures directed from the Pentagon for prisoner quality assurance
- Tracked and managed compliance standards involving standard operating procedures for law enforcement personnel; improved processes through "lessons learned" to enhance personnel safety and maximize security resources
- Assisted in the development and implementation of a procedure to perform forced cell extraction that quells a riot and remove problem prisoners with minimal damage / injury
- Served as a liaison for 20 Afghani leaders, ranging from junior to executive leadership, and coalition forces during NATO - led operations consisting of French, Belgian, Italian, New Zealand and Canadian personnel; administered training facilitating a cultural understanding on how to treat prisoners resulting in a reduction of prisoner abuse

No more than 4 bullets explaining each job description

Bullets should not exceed 2-lines each, if possible

United States Army, Ft. Bragg, NC / Baghdad and Fallujah, Iraq
Sergeant / Manager

2003 - 2007

Managed the health and welfare of 12 personnel ensuring physical fitness, equipment accountability and reinforcement of law enforcement tactics in peacetime and wartime settings

- Led team on 46+ combat patrols and 22 convoy escort missions with zero combat losses; successfully handled extremely dangerous situations in Fallujah, Iraq in support of Operation Iraqi Freedom II
- Transported 500+ detainees over 1400 miles in four days without incident; logged 9K+ accident free miles while participating in 56 combat main supply route patrols, 36 convoy escorts and security / force protection missions
- Led team on 35 combat patrols and 12 joint patrols with Iraqi Police while serving on a Station Police Transition Team; managed force protection at Belat Local Police Station in Belat, Iraq ensuring the safety of 20 US soldiers and 175 Iraqi Police Officers on a daily basis

Only label years in describing a past position, do not use months.

2001 - 2003

United States Army, Ft. Bragg, NC / Kandahar, Afghanistan
Private First Class / Gunner / Police Officer

Selected above peers for hazardous assignments due to high level of physical fitness and expert marksmanship; identified and secured improvised explosive devices as part of a ten personnel search team while assisting in law enforcement assignments

- Assisted in providing constant security, vigilant searches and the access control of all vehicles entering and leaving Kandahar Airfield; conducted 230+ personnel searches and 30 vehicle searches while providing force protection for 2K+ US and coalition forces and \$1B+ worth of real property
- Enhanced the overall security and accountability of 70 Al Qaeda, Taliban and terrorist members under US control; assisted in providing a safe, secure and humane environment in the detention facility while allowing zero escapes / negative incidents and maintaining compliance with the International Red Cross
- Processed and provided security for 10 detainees; provided over watch security and conducted 10 presence patrols with 3rd Special Forces Group, raising awareness and improving relations between the local population and US forces

EDUCATION / TRAINING

All symbols should have a 'space' in front and behind it.

Metropolitan State College, Denver, CO (pending)
Bachelor of Arts in International Relations

US Army, Ft Bragg, NC
Close Quarters Combat / Military Operations in Urban Terrain Course
Operation of Secure Radio Systems Course
Primary Leadership and Development Course

Defense Technology Corporation of America, Ft. Bragg, NC
Basic Aerosol Projector Course

CERTIFICATIONS

US Army, Department of Defense Information Assurance Awareness Certification, Arlington Heights
IL US Army, X26 Taser Certification, Bagram, Afghanistan
American Heart and Lung Association, Cardio Pulmonary Resuscitation Certification, Chicago, IL
American Heart and Lung Association, Automated External Defibrillator Certification, Chicago, IL
US Army, Combat Lifesaver Certification, Ft. Bragg, NC

AWARDS

Do not use italics or underline font anywhere in the document

Army Commendation Medal w/ Valor
Army Commendation Medal (4)
Army Reserve Component Achievement Medal (2)
Afghanistan Campaign Medal (2)
Iraq Campaign Medal
Army Good Conduct Medal (3)
Expert Marksman Rifle