ROBERT SMITH

2nd Lieutenant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

A results-oriented professional with solid experience in the development and implementation of policies and procedures to ensure sound fiscal management. A manager with an entrepreneurial spirit who takes an ownership approach in making business decisions that result in cutting costs while increasing productivity.

CORE COMPETENCIES

Leadership, Education, Time, and Team Management.

PROFESSIONAL EXPERIENCE

2nd Lieutenant
Indiana Army National Guard - April 2011 – May 2020

Key Deliverables:

- Completed a comprehensive four-year training program that included training on military leadership.
- Responsible for planning and executing all aspects of the mission to include budget projection and deployment.
- Oversaw a Signal unit that performs various functions to include cyber warfare, network operations, satellite communications, and radio communications.
- Developed an Access database to record, score, and perform statistical analysis on post-deployment PTSD screening questionnaires for the base chaplains.
- Maintained unit medical chart and update the documentation in charts as required.
- Prepared and taught skill classes for enlisted members of the unit.
- Coordinated with the company commander to ensure the readiness of logistics and troop preparedness for mission success.

2nd Lieutenant
Delta Corporation - 2007 – 2011

Key Deliverables:

- Lead men and women through various obstacles Currently possess a SECRET Security Clearance Ability to make quick decisions under pressure.
- Trusted with accurate target location of explosive projectiles Responsible for the Artillery training of 20 people Work two part-time jobs while.
- Maintain unit medical chart and update the documentation in charts as required.
- Participate in unit and community health service activities.
- Prepare and teach skill classes for enlisted members of the unit.
- Advanced leadership skills within the military community Endured and excelled at physical and mental training techniques.

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- Responsible for the safe and effective operation of a UH60 Blackhawk helicopter as.

EDUCATION

Bachelor of Science in Graphic Design - August 2008(University of Southern Indiana - Evansville, IN)

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