

Jamie M. Veteran

1234 Stones Throw Drive • Beltsville, MD 20704
(301) 867-5309 • yourname@gmail.com • www.linkedin.com/in/jveteran

SUMMARY

Maintenance and administrative professional and U.S. Army veteran, offering over 8 years of experience as a Technician and Supervisor, managing maintenance teams in complex and dynamic environments to meet organizational goals and achieve business success.

EDUCATION

Bachelor of Arts, Economics

University of Maryland, College Park, MD

Cumulative GPA: 3.4

Related Coursework: Global Economic Policies, Advanced Microeconomics & Macroeconomics, Game Theory

Expected May 20XX

Associate of Arts

Oregon State University, Corvallis, OR

December 20XX

PROFESSIONAL EXPERIENCE

Operations Supervisor

U.S. Army, Fort Bragg, NC

- Provided oversight of all movements in and out of 10 Contingency Operating Bases overseas while managing operations orders, intelligence reports and security operations.
- Established and enforced policies and standards for organization readiness within a 3,000-person organization, increasing combat readiness by 25%.
- Led 8 team members to develop training operations for 2,000 personnel from 35 groups in 3 separate locations, increasing operational readiness by 15%.

August 20XX – May 20XX

District Transport Manager

U.S. Army, Fort Bragg, NC

- Managed a transportation unit that provided healthcare support to over 250,000 personnel.
- Implemented a program to improve access to patient care with a Q-Flow Kiosk Automated System; increased patient satisfaction 20% and employee productivity 40%.
- Oversaw more than 900 aero-medical evacuation and transfer missions, over 3,300 births and 34,000 admissions and discharges for the hospital with 100% accuracy.
- Maintained HIPAA compliance for 4,835 employees at an average of 98% to sustain the “Best HIPAA Program” in the military medical community.

August 20XX – July 20XX

Operations Manager

U.S. Army, Fort Bragg, NC

- Oversaw Operations for two departments comprised of 164 vehicles and 254 military and civilian personnel.
- Planned and executed the early drawdown from overseas operations; identified \$2.2M in equipment for turn-in and coordinated 25 personnel geographically dispersed in three remote locations and equipment valued over \$40K.
- Maintained 22 vehicles and 35 medical material equipment sets with an overall operational readiness of 90%, valued over \$10.6M while deployed for 12 months in Iraq.
- Implemented training for 150 health care providers; enabled 100% of personnel to be mission ready.

May 20XX – July 20XX

TECHNICAL PROFICIENCIES

- Microsoft Office Suite • CompTIA Security+ • CompTIA A+ • CompTIA Network+ • SharePoint • Active Directory
- Chief Boat Mechanic Trainer • Box Truck Driving Certified • Helo-Rappel Suspension Trainer