

# Jessica Claire

📍 Montgomery Street, San Francisco, CA 94105    📞 (555) 432-1000    ✉️ resumesample@example.com

## PROFESSIONAL SUMMARY

Microbiologist with practical skills as an Army officer. Four years of leadership experience across three major organizations on two continents. Built successful and diverse teams to overcome complicated obstacles while working in a high stress environment. Experienced in managing and training individuals and organizations, and in maintaining and tracking valuable assets and property. Looking for opportunities to conduct research and study microbes.

## SKILLS

- Biological research
- Toxic agent handling
- Exposure risk mitigation
- Proper wear of all levels of PPE
- HAZMAT certifications
- Training and development
- Project management
- Staff supervision
- Project management
- Strategic planning

## WORK HISTORY

### ASSISTANT HUMAN RESOURCES OFFICER07/2019 to 01/2020

#### Department Of Veterans Affairs | Vancouver, WA

- Oversaw in-processing of 50 Soldiers to the organization; ensuring they had everything needed to be effective members of their new teams.
- Received, compiled, and vetted applications for leadership positions from 30 officers inside and outside of the organization.
- Tracked Soldier deployability for an organization of 500 people; managed an up to date list of which individuals in my organization were not currently able to deploy overseas or not.
- Functioned as a liaison between the Soldiers on staff and the commanders of subordinate units ensuring the effective flow of information, and a rapid acknowledgement and solution of problems.

### PLATOON LEADER10/2018 to 07/2019

#### Glacier Bancorp | Billings, MT

- Responsible for a hazard assessment platoon consisting of 31 subordinates, wherein I managed roughly \$10 million of government property.
- Participated in an international military training event, testing and creating new standards for operating in contaminated environemnts with participants from five different countries.
- Developed Army leaders in how to react to, and operate in contaminated environments as a coach at the Joint Readiness Training Center.
- Created and maintained a 60 day training calendar.
- Operated and maintained field communications equipment.
- Maintained accurate inventory of all assigned equipment.
- Reviewed disciplinary and other adverse actions and made recommendations.
- Prepared subordinates for future professional success through mentorship, assistance in completing undergraduate classes, and sending them to advanced military training opportunities.

### ASISTANT OPERATIONS OFFICER07/2017 to 10/2018

#### Glacier Bancorp | Bozeman, MT

- Trained over 600 Soldiers on how to protect themselves in a contaminated environment, and properly communicate information about it to higher echelons to both protect other Soldiers, and get assistance to them as fast as possible.
- Trained two 15 man teams to perform decontamination and protective actions in the event of a chemical or biological weapon attack.
- Managed and accounted for \$15 million of government property.
- Assisted in the planning and overseeing of the transition of the organization from light infantry to armor. This change required a near complete change in personnel, equipment, policies, and procedures.
- Managed monthly classified reports detailing the status of the organizations manning, training, equipment, and maintenance.
- Innovated new procedure for conducting 24-7 officer on duty supervision that increased efficiency and decreased cost for the organization.

### ASISTANT OPERATIONS OFFICER01/2016 to 06/2017

#### 4-2 Attack Reconnaissance Battalion, U.S. Army | City, STATE

- Conducted the first decontamination operation of an AH-64D Apache attack helicopter on the Korean peninsula.
- Trained over 500 Soldiers in how to protect themselves in a contaminated environment, and to properly relay information about it so as to protect other Soldiers, and aid in support coming to them.
- Formed the first policy for proper decontamination of an AH-64D Apache, which would go on to form the basis for the Division policy for all aircraft decontamination.
- Directed collection, organization and application of field intelligence and combat data to enhance troop safety and operational success.
- Prepared monthly classified reports detailing the unit's status in regards to its preparedness to fight against a potential North Korean Invasion.
- Integrated a diverse staff consisting of U.S. Soldiers of varying ethnicities, and integrated Korean Soldiers in to a cohesive and effective working environment.

## EDUCATION

### Bachelor of Science | Microbiology08/2015

#### Texas A&M University, College Station, TX

- Performed laboratory research on the nongenetic ingeritence of fruit flies.
- Utilized genomic tools to identify potential coding regions of *N. crassa* and confirmed their function through lab results and bioinformatic comparisons.

## CERTIFICATIONS

- Certified Project Manager
- HAZMAT Technician
- HAZMAT Confined Space
- HAZMAT Transportation
- Incident Responder